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Superintendent of Schools

Administration Building  
4400 Livernois  
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## PLEASE POST

<b>Position:</b>	Adult Education Career Gateway Instructor, .3 FTE
<b>Location:</b>	Troy Learning Center/Virtual
<b>Reports to:</b>	Troy Continuing Education Supervisor
<b>Salary:</b>	\$25.89-\$33.77, TSD Non-Rep Employee
<b>Posting Date:</b>	June 2, 2026
<b>Deadline Date:</b>	June 24, 2026
<b>Starting Date:</b>	July 6, 2026

**Schedule:** Tuesdays, 6:00 pm-915 pm, with weekly student support, totaling 12 hours/week

**Position Overview:** We are seeking a knowledgeable ESL Instructor to support the Career Gateway course. As an Career Gateway Instructor, your role will be to support the online approved curriculum, deliver/support engaging lessons, and support students in developing their language skills for effective communication in job attainment/professional settings.

### Qualifications:

- Preferred Education: Possess a bachelor's or master's degree in TESOL (Teaching English to Speakers of Other Languages) Education, or a related field.
- English Language Proficiency: Native or near-native English proficiency, with excellent speaking, writing, listening, and reading skills. Additional proficiency in workforce preparation language and policy is an advantage.
- Cultural Competence: Demonstrated cultural sensitivity and the ability to work effectively with individuals from diverse linguistic and cultural backgrounds.
- Communication Skills: Excellent verbal and written communication skills, with the ability to communicate clearly and effectively with students, colleagues, and community business partners.
- Technology Proficiency: Proficiency in using technology and educational tools to enhance instruction, including Canvas Learning Management System, and virtual communication platforms.
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- Technology Proficiency: Proficiency in using technology and educational tools to enhance instruction, including Canvas Learning Management System, and virtual communication platforms.

### Responsibilities:

- Curriculum: Follow lesson plans specifically focused on workforce preparation. Lesson plans are contextualized and follow the approved Career Gateway curriculum.
- Language Instruction: Deliver prepared interactive and engaging English language instruction to adult learners, targeting language skills needed for US professional career transitions.
- Progress Monitoring: Weekly assessment and feedback to students on their project progress, providing timely feedback and guidance for improvement. Communicate with Student Success Advisor on student progress and areas of concern.
- Individualized Support: Provide individualized instruction and support to address the unique learning needs and challenges of each student, offering additional resources and guidance as necessary.

- Collaboration: Collaborate with Career Gateway instructor team. This course is co-taught and student work is monitored and corrected collectively by the team.

**Note:** This job description provides a general overview of the responsibilities and qualifications typically associated with the position of a Career Gateway Instructor. Specific job duties may vary depending on the language institute or training center and the specific needs of the learners.

**Method of Application:**

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>.

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your Applitrack application. **Please do not fax, email or send applications** directly to the District. Questions regarding your application process should be directed to Applitrack.

**Nondiscrimination:**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should contact the Assistant Superintendent of Employee Services at Troy Schools.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.