District: Weatherford ISD  
Position: Part-Time Adult ESL Teacher  
Reports to: Adult Ed Supervisor(s)

Dept/School: Community Ed./Adult Education Program  
Location: Wise County  
Class Site: McCarroll Campus

Schedule: TU and TH evenings, 5:00 – 9:00 (includes an hour prep/counseling period prior to each class)
Hourly Rate: $18.00 - $22.00 based on qualifications and experience

PRIMARY PURPOSE: To provide instruction in the English language to limited English proficient adults including oral language, reading and writing skills; and include integrated civics lessons.

QUALIFICATIONS: (Education/Certification)
Bachelor’s Degree from accredited university required; valid Texas Teaching certification preferred

Special Knowledge/Skills:
Ability to differentiate instruction for different levels of learners, ability to complete paperwork effectively and document student successes; excellent organizational, communication and interpersonal skills

Experience:
Previous adult education experience preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES:
- Provide/Deliver student orientation and enrollment
- Maintain records/student portfolios with required documentation and samples of their work
- Maintain and promptly submit required reports
- Participate in and meet or exceed required professional development
- Maintain Confidentiality: Abide by regulations of the Family Educational Rights and Privacy Act/FERPA as it pertains to a student’s right to privacy and accuracy and retention of records.
- Prepare lesson plans prior to class: Plan for multi-levels and include strategies for grouping and/or pairing as well as individual or solo activities using State adopted standards to guide instruction.
- Teach Efficiently: Always begin class promptly and end class on time.
- Establish a classroom climate that helps students feel accepted, respected, and promotes retention
- Utilize technology where available
- Develop Oral Language: Provide activities, including role-playing, that are based on real-life situations in a variety of contexts to promote and encourage speaking. Promote practice and interaction.
- Develop Reading Comprehension and Fluency: Provide vocabulary development activities.
- Incorporate Environmental Print: Integrate real world and other resources which will engage learners in topics of interest
- Integrate civics (i.e. civic participation): Include the basics of citizenship; as well as other topics that may help immigrants and other LEP adults to become active and informed parents, workers and community members. Include Financial Literacy as it pertains to the ability to make
informed judgments and to take effective actions regarding current and future use and management of money.

- Integrate Employability Skills and Career Awareness
- Promote the use of English language in formal and informal settings during and while on site
- Conduct writing activities by integrating writing with content at every level of instruction.
- Encourage an environment that supports transitions into post-secondary education or training
- Perform other duties as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.