



**Literacy Network™**  
*Improving Lives Through Literacy*

701 Dane Street

Madison, WI 53713  
608-244-3911

**Mission:** Literacy Network teaches reading, writing, communication, and computer skills to Dane County adults so they can achieve financial security, well-being, and deeper engagement with their families and the community.

### **ESL Instructor Pool Position Description**

Help adult students build their skills, create community connections, and find joy in learning! The ESL Instructor is a part-time Limited Term Employee (LTE) who teaches group ESL classes to adults at Literacy Network or a partner site in Dane County, or online via Zoom. Responsibilities include assessing student needs, developing student-centered curricula, and planning communicative-based lessons. The instructor is also responsible for reporting student attendance and achievements and communicating regularly with the Program Manager.

**For the Fall 2024 Semester, this instructor will teach in our Workplace Program.** In future semesters, applicants will be considered for a semester-long assignment in Workplace English or another program (see list in Additional Information, below).

**Immediate Supervisor:** ESL Instructor Manager (assignment-dependent)

**Duration of Assignment:** September 16, 2024 – December 14, 2024

**Hours:** Hourly position, determined by the semester class schedule. For Fall 2024, two weekday mornings. This small group class serves pre-literate to beginner level ELLs. Flexibility Required. Position may require regular evening and some weekend work.

**Location:** Poynette Ironworks - 209 E North St, Poynette, WI 53955.

**Pay:** \$21/hour with mileage reimbursement.

**To Apply:** Please send a resume and cover letter to Caitlin Pueschner ([caitlinp@litnetwork.org](mailto:caitlinp@litnetwork.org)).

#### **Responsibilities:**

##### 1. Classroom Instruction

- Develop lesson plans using a competency-based approach taking into consideration the goals of participating students and program partners.
- Develop appropriate instructional strategies for use in a multilevel class.
- Facilitate activities, projects, and guest speakers that provide authentic and meaningful ways for students to practice their English skills.
- Utilize classroom management strategies that create a welcoming and supportive learning environment for all students.
- Implement retention strategies and conduct student and program evaluation.

##### 2. Assessments and Reporting

- Track student achievements, successes, feedback and communicate progress to Program Manager and relevant partners.
- Submit required paperwork, including registration forms, attendance, and monthly reports, accurately and in a timely manner.
- Administer assessments to class participants per program requirements

### 3. Additional Duties

- Attend a mandatory orientation and other occasional meetings as necessary throughout the semester.
- Provide feedback and ask for support when needed.
- Act as a representative of Literacy Network in the community, on behalf of our student population, and in service to community members.

The ideal candidate must be a flexible, well-organized individual who can be effective in a fast-paced environment and who works well in multicultural teams and with diverse constituencies. The candidate will have good judgment and, ideally, a sense of humor. The candidate must also demonstrate a passion and a commitment to community education, and to building connections among learners and the Dane County community. The following skills and attributes are required:

- Bachelor's or Master's degree in ESL, EFL, Applied Linguistics, Bilingual Education, or related field and/or significant work experience in TESOL
- Experience planning and teaching multilevel adult classes in community ESL settings
- Familiarity with second language acquisition theory and teaching methodology
- Experience performing assessments and evaluating student outcomes
- Experience working with low-income adults preferred
- Excellent interpersonal and intercultural communication skills
- Ability to work with minimal supervision
- Strong organizational skills, attention to detail, and flexibility
- Excellent interpersonal and intercultural communication skills
- Strong computer skills in Microsoft Office and Google Drive
- Ability to think strategically and critically
- Commitment to Literacy Network's mission
- Reliable transportation to off-site locations throughout Dane County

### **Additional Information:**

Literacy Network utilizes pool postings for all LTE Part-time Instructor positions. This posting is a pool position to collect applications for potential part-time instruction positions. LTE Part-time Instructors are hired on an at-will per course basis each semester. The teaching hours for a part-time instructor vary and can include day, evening, and weekend classes. Most Literacy Network classes occur on weekday evenings, with occasional Saturday morning or M-R daytime classes. LTE Part-time Instructors may be assigned to classes in the following programs:

Workplace English: Multilevel classes focus on helping ELL adults with the communication skills they need to be successful in their jobs. Classes are taught at partner work sites throughout Dane County.

Citizenship: Multilevel classes focus on helping ELL (English Language Learning) adults prepare for the USCIS naturalization interview and test. Classes follow established curriculum covering speaking, understanding, reading, writing and civics and are taught online and throughout Dane County.

Community English: Multilevel classes focus on helping ELL parents and caregivers advocate for their children, communicate with schools, and promote education in the home. Classes are taught online and at school, library, and community center sites throughout Dane County.

Leveled Public ESL: Multilevel classes focus on helping ELL adults with general English communication skills applicable to their daily lives. Classes follow the *Ventures* four skills text series and integrate a communicative approach; learners are placed in classes based on a speaking pre-test at registration.

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Instructor assignments are contingent upon program contracts and funding.

This position description offers guidelines for the employee, however in no way limits the scope of the position nor limits opportunities for expansion of the duties and responsibilities of the employee.

**Literacy Network is an Equal Opportunity Employer that strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.**