



ENGLISH LANGUAGE LEARNING INSTRUCTOR POSITION DESCRIPTION

Title: English Language Learning (ELL) Instructor

About the Organization

Mercy Connections is a community-based, education and social service organization empowering people to make significant life changes through education, mentoring, entrepreneurship and community. Our programs and classes support the education of underserved adults, including immigrants and refugees, people at various transition points in their lives, and justice-involved women needing support for re-entry into their communities. Programs are designed to help participants with improved well-being, academics, literacy, job readiness, business ownership, leadership, English and U.S. citizenship. In addition, the organization is a center for community and fellowship with a culture of radical hospitality; all people are welcome to join programs and social events.

Accountability/Supervisor: Reports to the Director of Education & Evaluation.

Supervisory Responsibilities: None.

Position Summary: The ELL Instructor will provide in-person English language instruction at a beginner's level to adult students, teaching two classes per week. Working closely with the ELL Program Coordinator and lead teacher, the instructor will also review and improve course materials, understand participants' needs, develop engaging lesson plans and ensure the relevant learning resources are available.

Essential Functions

- Teach two levels of beginning ELL: each class/level meets twice weekly for 90-minute sessions, for a total of 6 hours of class time per week. Class levels *may* vary depending on need, with one level for people with literacy in their first language and a second level for people with no previous literacy experience.
- With guidance from ELL Program Coordinator, provides curriculum and resource coordination for classes and students.
- Ensures monitoring and evaluation of classes and documents student progress per processes established by Program Coordinator, in conjunction with Director of Education and Evaluation.
- Provides student feedback and some support as needed.
- Creates a classroom environment where participants feel comfortable participating and learning.
- Represents the organization in a manner that inspires public confidence, models the values of the organization and contributes to excellence and accountability.
- Additional responsibilities as they arise, related to ELL program.

Qualifications (or equivalent combination of education and experience)

- Preferred: MA in ELL/TESOL, but we could consider BA in TESOL.

- Certificate in TESOL combined with significant experience in classroom may also be considered.
- Experience with multicultural populations.
- Experience reviewing, developing, improving and administering adult educational curricula.
- Understanding of socioeconomic class, cultural norms, gender sensitivity and trauma informed practices.
- Ability to create a safe, hospitable and effective learning environment for adult learners.
- Commitment to equity, inclusion and belonging for all.
- Sensitivity and respect for mission, values and culture of Mercy Connections.

Required Skills/Abilities

- Demonstrates excellent interpersonal, observational, and communications skills.
- Exhibits a positive, supportive, and cooperative disposition toward others emphasizing patience, understanding, and empathy.
- Is punctual and detailed oriented with a demonstrated ability to perform assigned tasks.
- Ability to act with integrity, professionalism, and confidentiality.

Physical Requirements

- Ability to be mobile in a classroom
- Ability to work at a computer station for documentation and progress reporting.

Travel

- Any travel requires use of own means of transportation.

Remote Work

- Post-pandemic, remote work requests will be reviewed and considered in accordance with 21 V.S.A. § 309.

COVID-19 Precaution(s)

At Mercy Connections, we prioritize the health and safety of staff and participants, while also striving for radical hospitality. We adhere to recommendations and guidance of the VT Department of Health and the City of Burlington and will continue to adjust our COVID-19 practices accordingly. These may include closing our office, requiring proof of vaccination for in-person attendance, moving to online classes, mask-wearing and social distancing, rigorous sanitation and cleaning procedures, or other practices as required by local conditions.

Additional Information:

Application materials must include a resume and a letter of interest (Cover Letter) specifically addressing the desired qualifications.

Mercy Connections is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All members of the Mercy Connections community are valued as individuals.

Date:	Status Description:	Approved By:
04/05/22	Job description created	