



NASHVILLE INTERNATIONAL
Center for Empowerment

Adult Education – Pre-HiSet Instructor

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Adult ESL Instructor will report to the Adult Education Assistant Manager and will work closely with education program staff. This is a part-time, 6 hour a week position.

Major responsibilities:

- Teach integrated academic Reading and Writing to adult English language learners for 5 hours each week. This course is designed to prepare students for the High School Equivalency Test. There will be opportunities for additional hours for long term planning and substitute teaching as necessary.
- Prepare and record lesson plans that are culturally responsive and targeted to the assessed needs of learners for 1 hours each week.
- Utilize integrated education training techniques to incorporate workforce development opportunities into the classroom.
- Incorporate distance education opportunities through online and digital learning tools as assigned.
- Record and monitor student attendance.
- Record and monitor student progress through regular assessment.
- Co-teach with volunteer instructors as assigned.
- Attend training and workshops that address improved instructional and classroom management practices as assigned.
- Maintain regular communication with Lead Site Instructor.

Successful candidates will demonstrate:

- Ability to work with a diverse team.
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence
- Ability to troubleshoot/problem solve

Requirements:

- Availability Tuesdays, Wednesdays, and Thursdays from 9:00am-11:30am.
- Excellent written and oral English proficiency
- Demonstrated knowledge of ESL teaching strategies
- Familiarity with Microsoft excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

Experience:

- Qualification to teach English Language Learners. Acceptable qualifications include MEd, MA, or MAT in ESL or TESOL, TESL or TEFL certificate from a qualifying agency, CELTA or DELTA certification.
- Minimum 1 year relevant work experience with qualification or 4 year's equivalent work experience.
- A bachelor's degree or higher preferred
- Professional experience in healthcare, hospitality, retail, or business management preferred.

COMPENSATION: \$20.00/hr

Job Type: contract

Contact Information and Procedure:

Send resume to brandon@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.