



## Lyndale Neighborhood Association

### AFTERNOON/EVENING CLASS OPENING Multi-Level ESL Instructor

**The Lyndale Neighborhood Association (LNA)** English language program serves adult students in the Lyndale and surrounding neighborhoods. The purpose of the program is to provide high-quality English language instruction and to help students to become more connected to the community.

#### **Position Description:**

LNA is currently seeking an adult ELL instructor for multi-level learners for approximately 27 hours/week. This is a part-time, non-exempt position with benefits.

#### **Schedule:**

- One multi-level class meets Monday, Tuesday, and Thursday evenings from 4:45-8:45 p.m. (class runs 5:30-8:30 p.m.) at an off-site location in the Lyndale neighborhood.
- The second multi-level class meets Wednesdays and Fridays from 2:15-4:45 p.m. (class runs 2:30-4:30 p.m.) at a second off-site location in the Lyndale neighborhood.
- Additional paid time is provided for setup/clean-up of instructional space, along with administrative duties, lesson planning/prep and check-in/staff meetings. Preparation can be done at the Lyndale Neighborhood Association office.
- Position also includes occasional program development and staff collaboration opportunities and duties.
- Approximately 27 hours/week (occasional opportunities for additional hours).

#### **General Qualifications:**

- B.A./Master's degree with TEFL/TESOL certification or Hamline's Adult ELL Certificate; current MN teaching licensure preferred with ELL training;
- Minimum 1 year experience teaching ESL required, preferably in an ABE environment; previous experience with a multi-level class a plus;
- Comprehensive understanding of adult learning;
- Ability to relate effectively with people of other cultures and varying educational backgrounds; learners range in proficiency from emerging literacy to advanced, so experience with a range of levels a plus
- Ability to respond effectively to individual and cultural needs as well as different learning styles;
- Strong verbal and written communication skills;
- Experience working with volunteers;
- Spanish or Somali language competency strongly preferred;
- Ability to lift 25 pounds

## Primary Duties & Responsibilities:

Task	Duties
Instruction	<ul style="list-style-type: none"><li>• Develop lesson plans and provide high-quality instruction to adult English language learners, utilizing ABE best practices, state and federal standards and LNA's ESL curriculum</li><li>• Differentiate instruction for multi-level student groups</li><li>• Structure class to effectively utilize volunteer resources</li></ul>
Volunteer Collaboration	<ul style="list-style-type: none"><li>• Provide volunteers who assist and lead small groups in class with instructions on utilizing the daily lesson plan</li><li>• Guide them on how best to support students</li></ul>
Administration and Data Entry	<ul style="list-style-type: none"><li>• Record and enter class attendance into state ABE database to track student attendance and progress.</li><li>• Register new students and administer CASAS pre- and post-assessments according to state and federal guidelines; enter/maintain student data in state ABE database</li></ul>
Engagement, Outreach and Retention	<ul style="list-style-type: none"><li>• Collaborate with education and organizing staff to support ongoing student recruitment efforts and course advertisement</li><li>• Make all students feel welcome and integrated within the classroom community; maintain strong communication and follow-up with students to support retention</li></ul>
Site Management and Classroom Setup	<ul style="list-style-type: none"><li>• Manage partnerships with community sites and other orgs; organize materials/storage</li><li>• Organize room for instruction, including moving tables and setting up whiteboards and room dividers</li><li>• Reset the room and make certain the space is left according to building standards</li></ul>
LNA Staff Duties	<ul style="list-style-type: none"><li>• Attend monthly ESL team meetings, check-in meetings and LNA staff meetings</li><li>• Assist with occasional LNA events and organizational work as needed</li></ul>

**Compensation:** \$20/hr with benefits (PTO accrual, paid holidays and 2% match on a Simple IRA).

**Supervisor:** Education Program Manager

### Applying:

E-mail cover letter, resume, contact info for three professional references, and proof of qualifications (scanned copy of TESOL/TEFL or Hamline Adult ELL certificate or MN teaching license if applicable) to:

Erin Cary, Education Program Manager, at [erin@lyndale.org](mailto:erin@lyndale.org).

We will review applications as they are submitted. Position will remain open until filled.

For additional information, contact Erin Cary at 612-824-9402 x13 or [erin@lyndale.org](mailto:erin@lyndale.org).

*LNA is an Equal Opportunity Employer*