

Position Description

Thrive International Programs, Inc. Part-time Temporary TESOL Instructor

Organization

Founded in 2014, Thrive International Programs, Inc.'s mission is to equip people from diverse cultures with increased language proficiency and cultural competence as well as provides immigration legal assistance and opportunities to integrate with and serve the community.

Please visit www.thriveip.org for more information.

Position

Reporting to the coordinator for the site location, part-time temporary TESOL instructors will deliver high-quality instruction in English language strategies and skills for community members from other language backgrounds in keeping with the mission of the organization.

Responsibilities

- Create/revise a course outline for your class(es) along with program leadership
- Plan, deliver, and reflect on individual classes focusing on course and overall program goals
- Maintain attendance records
- Participate in student, class, teacher, and program evaluation and development
- Help provide meaningful opportunities for volunteers to help in your class and learn about language teaching
- Follow the established schedule for the dates and times of classes; notify your supervisor (with advance notice when possible) if you will be absent and provide a plan for a substitute to follow (except in emergency situations allowing no time for such preparation)
- If you are teaching children under 18 years old, ensure that there is another employee or approved adult volunteer present in the classroom
- Utilize positive approaches in classroom management and encourage an atmosphere of community and respect
- Report concerns about student/class progress or well-being, curriculum, safety, or other class issues promptly to your supervisor, the Assistant Director, or the Executive Director
- Participate in ongoing professional development in the field

Qualifications

TESOL Instructors will be thoroughly committed to Thrive International Programs, Inc.'s mission. Concrete demonstrable experience and other qualifications include:

Necessary Qualifications:

- Excellent English skills for listening, speaking, reading, and writing
- Commitment to servant leadership and quality programs
- Completion of 48 college credits or standing as a college junior or higher

- 3 months of experience teaching/assisting with teaching and/or willingness to complete an approved 15+ hour TESOL training program
- Ability to work effectively in collaboration with diverse groups of people and demonstrate cross-cultural sensitivity
- Integrity and a positive attitude; self-direction; compassion towards others in the process of language learning/cultural adaptation

Preferred Qualifications:

- Completion of college level coursework in TESOL, education, linguistics, or a related field
- 1 year or more of classroom teaching experience
- 1 year or more of classroom experience teaching/tutoring English for those from other language backgrounds
- Fluency in a second language
- 3 months or more of in-depth experience living in another culture
- Ability to pass background checks and secure clearances