



<b>Job Title</b>	Part-Time Workforce Development ESOL Instructor
<b>PVN ID</b>	LE-2508-006976
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$40.00
<b>Hour(s) a Week</b>	7.00-16.00
<b>Closing Date</b>	Oct 14, 2025 (Or Until Filled)

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## General Description

The Lehman College Adult Learning Center (ALC) seeks a dynamic ESOL teacher for part-time employment starting next semester.

### Workforce Development for Speakers of Other Languages (ESOL) Program Overview:

As an integrated program, students participate in concurrent English language instruction and workforce development to begin or advance their careers. The ESOL Instructor provides quality, contextualized English instruction and academic support to intermediate/advanced learners while simultaneously participating in training that leads to an industry-recognized certification exam.

*We are currently hiring for:*

- *Microsoft Office Specialist (Word, PowerPoint, Excel, Outlook, and Access)*
- *Hospitality (Guest Service Professional and Front Desk Representative)*

### General Description Of Duties:

- Create and implement student-centered lessons contextualized for work settings, which might focus on the vocabulary, pronunciation, and authentic conversation skills necessary for on-the-job success
- Coordinate curriculum and weekly lesson plans with the Training Instructor, working as a team to implement one cohesive program
- Adapt ESOL lessons based on the language and academic needs that arise in the Training class
- Promote academic skills, such as interpreting a textbook reading and taking a multiple-choice exam
- Maintain attendance and student progress records
- Guide students' preparation for the certification exams
- Collaborate with the IELCE Coordinator to organize materials into a curriculum that can be replicated in future cohorts at the ALC
- Work collaboratively with the ALC team: attend staff meetings, participate in program-wide events, share ideas and communicate with fellow teachers and educational advisors

- Attend Professional Development workshops as required (14 hours/year)
- Administer the BEST Plus 3.0 oral test, and participate in student registration, orientation, and goal-setting

### **Schedule, Pay, & Location:**

- Class schedules may vary: morning (9:30 am-12:30 pm), afternoon (1:00-3:30 pm), or evening (6:00-9:00 pm). They are still to be confirmed depending on student need and the training partner. The minimum will be 6 teaching hours and 2 hours of curriculum development and coordination weekly.
- Instructors are compensated for up to 14 hours of RAEN professional development training for the academic year (September-June).
- Most classes will be in-person at locations in the Bronx, though some may be hybrid online (using Zoom).

### **The Lehman College ALC:**

The Lehman College Adult Learning Center (ALC) is a teacher-led direct-service project of the Institute for Literacy Studies (ILS). Our shared mission—advancing urban education—has deep significance for the schools, colleges, and community-based settings in our home borough of the Bronx. Four interrelated core values inspire and infuse our work: commitments to human capacity, social justice, the power of democratic communities, and transformative work for all persons.

We provide thoughtful, innovative instruction, individualized counseling, and a nurturing environment for learners aged 16 and older. Students enter our program with the hope that the ALC's free classes for Adult Basic Education (ABE), High School Equivalency (HSE), and English for Speakers of Other Languages (ESOL), including career and college readiness can provide them with a meaningful pathway toward qualitatively better lives and economic self-sufficiency. In turn, our classes embed adult learning in real-life contexts to ensure that everyone who comes through our door has the skills to not only get a foothold but compete in the modern workplace.

Attributes of Lehman's ALC staff members are:

- Creative, organized, and committed to learner-centered, participatory education.
- Experienced with immigrant and underrepresented students with a strong understanding of student support and academic services in education.
- Informed about trends and issues facing immigrant, low-income, underrepresented, and disadvantaged students in education.
- Experienced in analyzing problems and identifying solutions as a team.
- Demonstrated ability to work effectively with diverse constituencies, including urban students, faculty, and administrators.

## **Other Duties**

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Other duties as assigned

## **Qualifications**

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- Prior experience teaching in Adult ESOL classrooms, both in person and online, such as on Zoom, required
- Bachelor's degree required; ESOL teaching certification preferred
- Experience in curriculum development preferred
- Experience preparing students for career pathways preferred
- Experience in navigating and supporting students' non-academic needs preferred
- Must be creative, organized, and committed to learner-centered, participatory education