

## POSITION DESCRIPTION

Esperanza Center After-School Youth Program ESOL Teacher @ Graceland Park-O'Donnell Heights E/MS  
(Esperanza Center, 430 South Broadway, Fell's Point, Baltimore, 21231)  
Graceland Park-O'Donnell Heights E/MS, 6300 O'Donnell Street, Baltimore, 21224

- Part-time: 4 hours per week teaching, 1 hour per week prep, and pre-/post-service meetings paid; unpaid professional development included (may be paid)
- Tuesday, 3:00 to 5:00 pm (BCPS school holidays excluded)
- February 20, 2018 to May 8, 2018
- \$22.00 hourly, contractual

### SUMMARY:

This position will provide educational instruction in a classroom setting of students at the Esperanza Center@Graceland Park-O'Donnell Heights Elementary/Middle School. The ideal candidate will be responsible for developing and implementing lesson plans to meet the ESOL needs of the students in the program. Duties also include student assessment, classroom management, and oversight of one to two Classroom Assistants.

### JOB DUTIES / RESPONSIBILITIES:

- Develop and implement lesson plans to meet established guidelines and students' needs; document attendance and behavior issues, and provide regular feedback to program staff
- Effectively utilize curriculum guidelines, knowledge of ESOL methodology, and technology
- Create a safe, inclusive, and fun learning environment
- Submit lesson plans for each week by COB (close-of-business) of the Thursday prior
- Establish behavioral limits and maintain order within classroom environment; hold students accountable to the Youth ESOL Code of Conduct; record violations; communicate with Coordinator on student behavior, as needed
- Take daily attendance
- Assess student's language skills and fluency through administration of testing
- Facilitate completion of all evaluations and surveys; make program announcements
- Attend teacher's trainings and meetings as required
- Supervise student groups on field trips and outings
- Direct classroom assistants and interns within the classroom
- Demonstrate effective oral and written communication skills with staff (including volunteers) and students as necessary.
- Assist as needed in other administrative tasks of classroom preparation including setup and breakdown of classroom/meeting areas
- Model positive behavior
- Ability to perform other duties as assigned

**MINIMUM QUALIFICATIONS / REQUIREMENTS:**

- Bachelor's degree required. Teaching certification in TESOL or commensurate experience required.
- 1 to 2 years of experience working directly with youth required.
- Must be fluent in English. Proficiency in another language (Spanish, Arabic, French, Mandarin, etc.) is desirable but not necessary.

**SKILLS / COMPETENCIES:**

- Ability to communicate with people of diverse cultural and socio-economic backgrounds respectfully and accurately
- Must be able to interact patiently and respectfully with students, families, volunteers, and staff
- Must work well independently and as part of a team (including Classroom Assistants and volunteers)
- Must have serious interest in TESOL, the immigrant population, and working with teens (ages 12-19)
- Must be reliable and punctual
- Must have computer skills (including use of email, Google Drive, and Microsoft Office) and be able to maintain regular communication with Youth ESOL Coordinator via email and phone
- Understanding of immigrant communities is desirable

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

- Must have the visual and hearing acuity to perform job duties
- Must be able to lift up to 10 pounds
- Must pass a background check and fingerprinting

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**Acknowledgement of Position Description**

I have read the role description for \_\_\_\_\_. I fully understand and accept the duties and responsibilities that are outlined for my position. I will perform these duties and responsibilities to the best of my knowledge and ability.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date