

Job Description – LCORE Instructor

Position Summary:

The purpose of the position is to deliver English as a New Language classes through the Language, Cultural Orientation, & Readiness for Employment (LCORE) program, the adult education program at Exodus. Responsibilities include teaching English classes to adults, organizing class materials, ensuring that instruction is being delivered at the highest possible level of quality, and representing Exodus in a professional manner.

Responsibilities:

1. Deliver English as a New Language classes, both virtually and in-person.
2. Assist clients with technology needs related to online learning, including using Zoom and other virtual learning tools.
3. Assist in developing lesson plans and curriculum for virtual and in-person classes.
4. Perform intake and assessment of new English class participants.
5. Provide referrals to other educational opportunities in the community, including ENL, HSE, and higher education opportunities.
6. Assist in contacting and following up with clients who are not attending classes to increase access and address barriers to learning.
7. Teach other related topics as needed to help clients prepare for self-sufficiency, including Cultural Orientation classes.
8. Assist with coordinating bus training for newly arrived clients.
9. Perform record-keeping and case noting duties as assigned.
10. Monitor and document program participants' progress.
11. As needed, assist the Manager of Educational Programs in organizing the logistical aspects of LCORE classes, including schedules, locations, and teaching materials. Communicate with volunteer teachers, interns, and site representatives.
12. Develop knowledge of local classes and educational systems to help advocate for clients.
13. Assist with the development of new programs to serve the changing demographics of Exodus clients (for example, learners with limited literacy or interrupted formal education).
14. Ensure that LCORE classes meet the needs of Exodus clients according to their ability, learning style, location and other needs that may arise.
15. In coordination with the LCORE team, continuously improve curriculum and delivery based on best practices.
16. Participate in weekly Exodus staff meetings and other meetings as needed.
17. Perform other duties as may be required by the supervisor.
18. Reports to the Manager of Educational Programs.

Position Criteria:

- Must have a bachelor's degree with training and certification in ENL education.
- Preferably have a minimum of two years of experience in teaching ENL.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must possess strong record-keeping and organization skills.
- Must have PC proficiency with competency in Microsoft Office applications.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must have a safe vehicle, valid license, and 100,000/300,000/100,000 auto insurance coverage to transport clients.
- Must be able to function as part of a team.
- Position may require some evening hours.