

## **Job Description – L CORE (English) Instructor**

### **Position Summary:**

The purpose of the position is to deliver English as a Second 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, and ensuring that instruction is being delivered at the highest possible level of quality.

### **Responsibilities:**

1. Deliver English as a Second Language classes, both virtually and in-person.
2. Develop and update curriculum for virtual and in-person classes.
3. Perform intake and assessment of new English class participants.
4. Provide follow-up and assistance to clients who are absent from classes.
5. Monitor and document program participants' progress.
6. Train and assist volunteer English teachers.
7. Oversee the teaching schedule, including scheduling teachers in collaboration with the Manager of Educational Programs.
8. Assist the Manager of Educational Programs in planning new programming.
9. Ensure that L CORE classes meet the needs of Exodus clients according to their ability, learning style, location, and other needs that may arise.
10. Develop and maintain connections with local adult education programs to provide advocacy for Exodus clients.
11. Provide adult education referrals, including ESL, HSE, and higher education referrals.
12. Assist as needed with teaching L CORE trainings, including Cultural Orientation, Employment Readiness, and Financial Literacy.
13. Assist with administering Cultural Orientation assessments.
14. Assist as needed with coordinating IndyGo bus training for clients enrolled in L CORE in collaboration with the Bus Trainer, volunteers, interns, and other staff.
15. Perform record-keeping, including taking attendance and casenoting.
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 TESOL.
- Preferably have a minimum of two years of experience in TESOL.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must possess strong record-keeping and organizational 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.