



When you join the team at the Carlos Rosario International Public Charter School, you become part of a unique, performance-driven organization that's been ranked one of the top places to work in DC by the *Washington Post* in 2015 and 2016. We are a dynamic nonprofit organization that offers exciting opportunities at all levels. The Carlos Rosario School is looking for diverse, multilingual professionals for a variety of rewarding positions.

Position Title: ESL Instructor

Department: Academic

Location: Sonia Gutierrez Campus

Schedule: Monday – Thursday, 6:00 PM - 9:00 PM

Primary Purpose of the Job: The ESL instructor supports the school's mission by preparing our adult immigrant students to become productive and civically engaged residents of the Washington, DC. The instructor accomplishes this by providing excellent instruction that supports students' diverse educational backgrounds, learning styles, and English language abilities. The responsibilities of the position include creating materials specific to the assigned level, selecting class textbooks, designing a class syllabus, and writing daily lesson plans to directly address all student needs. The Instructor is expected to engage with multiple forms of data, both formal and informal, to help students advance academically. Additionally, the role of the ESL Instructor requires the management of key data points. Student tracking forms, daily attendance, student scores, and timecards are examples of the administrative responsibilities that extend beyond the time spent teaching in the classroom.

Essential Functions:

- Assists students in acquiring the English language skills necessary to advance to the next ESL level
- Provides life skill instruction that allows students to navigate important systems and resources in Washington, DC
- Implements classroom policies and procedures

- Provides for different learning styles and abilities
- Encourages students' active participation and regular attendance
- Monitors student progress through TEAAL and CASAS tests
- Creates course syllabus according to content-based Carlos Rosario Curriculum, TEAAL and CASAS pre-test scores and student goals
- Prepares clear and contextualized, engaging student-centered daily lesson plans including objectives, available to supervisors at all times
- Creates a positive learning environment for adult learners
- Monitors and evaluates student performance and modifies instruction accordingly
- Must be able to model good English pronunciation

Required Education:

- Must have at least two of the following:
 - Teaching Certification
 - Master's degree in Adult Education, Linguistics, TESOL, language studies, or a related field
 - At least three years of teaching experience

Required Core Competencies:

- Must possess excellent communication and organizational skills.
- Ability to use technology in administrative duties including, but not limited to word processing applications, PowerPoint, and basic website navigation

Please apply directly on our career page <https://www.carlosrosario.org/get-involved/employment/> Our application process takes less than 10 minutes.