

# Spring Forward Learning Center English Learner Teacher Job Description

<b>Title:</b>	English Learner Teacher
<b>Reports to:</b>	Program Manager
<b>FLSA:</b>	Exempt
<b>Hours:</b>	25 hours per week. 9:00 a.m.- noon Monday through Thursday plus five hours prep.
<b>Program Dates:</b>	September - May in conjunction with the Rock Island-Milan School District calendar

## **Purpose Statement**

The job of English Language Teacher was established to develop adult English Learner students at the Family Literacy Program in Rock Island.

## **Key Roles (Essential Job Responsibilities)**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Instructs English learners for improving their language and life skills
2. Develops lesson plans
3. Delivers group and individual instruction
4. Administers tests and language assessments for evaluating student language ability
5. Assesses students' progress towards objectives and/or goals
6. Collaborates with staff, volunteers and community partners
7. Models English communication

## **Skills/Knowledge Required**

1. Education: Bachelor's degree in education or related field with relevant experience
2. Experience working with English Learners
3. Ability to interact with a diverse group of learners
4. Ability to plan and implement quality programs.