



## Job Description – ESL Instructor

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**Job Title:** ESL Instructor  
**Job Classification:** Full Time Non-Exempt  
**Hours:** 35 hour/week  
**Salary Range:** \$43,000-\$47,500/Year

### Job Duties Include:

- Teach high beginner to low-advanced, mixed level ESL classes as scheduled;
- Integrate four basic language skills (listening, speaking, reading and writing), civic knowledge, and basic work readiness skills into classroom teaching/learning activities;
- Develop lesson plans, teaching materials, and teaching techniques for learners of varying language proficiency and learning ability;
- Administer the BEST Plus Test 2.0 as pre- and post-tests to place students and assess student achievements;
- Monitor and evaluate student progress through classroom participation, projects, quizzes, and exams;
- Engage students in active learning, promote civic engagement and social responsibility among students, and maintain high daily attendance;
- Take part in student screening and case conferences;
- Assist with data collection, program reports, and program promotion;
- Attend relevant meetings, conferences, and professional development trainings;
- Participate in the ongoing evaluation and enhancement of the ESL curriculum, program design, and service outcomes.
- Perform other duties as assigned by the Program Director, including substituting ESOL teaching as needed.

### Qualifications:

- A Bachelor's degree in a related field (English/Linguistics/Education) and eligibility for New York State ESOL teacher permit/license.
- Strongly preferred: MA in TESOL; great familiarity with an array of pedagogical approaches to second language acquisition, including differentiated, task-based, standard-based, single skill and integrated skills instructions, and backward design lesson planning; knowledge of digital instruction including digital skills, familiarity with remote learning platforms, and knowledge of online resources; bilingual in English and Mandarin; BEST Plus certification; excellent written and oral communication skills.
- Must be highly motivated, committed to teaching, prompt, flexible, and a great team player.



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Send resume and cover letter with the subject heading: “**ESL Instructor**” to [dongyang@cmpny.org](mailto:dongyang@cmpny.org).