

Notice of Job Vacancy #22-039

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Posting Date: October 7, 2021

Position: Substitute ESOL (English for Speakers of Other Languages) Instructor for the EPIC WV Adult Ed / SPOKES Program in Hardy County

Employment Term: This part time, temporary position is “as needed” based on grant funding, length of class, student enrollment, contact hours, etc. No guaranteed amount of work activity during the year is promised. The selected candidate shall be “on call” as a substitute to supplement the regularly scheduled instructional staff. The EPIC WV Adult Ed / SPOKES programs run year-round.

Salary: \$20 per hour

Education and Experience:

- Four-year degree from an accredited institution with a minimum 2.5 GPA and eligible for an Adult License, WV Teacher Certification, or WV Substitute Teaching Permit.
 - Official college transcripts will be required upon employment.
 - For information about the EPIC Substitute Teacher Training course that can be taken for WV Substitute Teaching Permit eligibility, contact Melissa Acquino at mgacquino@wvesc.org
- Preference will be given to those with degrees in TESOL, Linguistics, or English.

Qualifications:

- Effective oral/written communication skills.
- Ability to work cooperatively with adult educators and other program partners.
- Knowledge of the characteristics of adult learners and prior experience in delivering training and/or instruction to adult learners is preferred.
- Knowledge of the process of second language acquisition and prior experience in working with non-native English speakers is preferred.

Duties and Responsibilities:

1. Administer appropriate instruments for registration, orientation, oral/written placement and needs assessment to determine skill levels and learner goals.
2. Manage multilevel classroom activities and provide instruction in a variety of ways (individual, pair-work, whole group, small group, computer-aided, tutorial, guest speakers, field trips, etc.) per the learners' needs.
3. Structure appropriate activities that develop basic skills in English (listening, speaking, reading, writing, pronunciation, and grammar) and in other academic areas (American history, citizenship, math, science, test taking, etc.), as well as workplace entry skills per the learner's identified needs.
4. Employ a variety of teaching strategies that are student-centered; incorporate active learning; provide explicit direct instruction and differentiation.
5. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
6. Assist learners in developing and refining appropriate vocabulary and idioms for use in a variety of settings (academic, workplace, children's school, shopping, the telephone, filling out forms, etc.) according to learners' needs.
7. Maintain confidentiality of student information.
8. Maintain valid state certification (teaching certificate, sub permit, or adult license for ABE).
9. Perform other duties related to the program as needed.

Reports To: AE/SPOKES Director and EPIC Administrator or designee.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Advisory Council; Approved by WV State Board of Education

Start Date: To be determined pending approval process

Application Process for Current EPIC Employees: If your application, resume, or reference information or contact information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made online by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected service opportunities.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org .

3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration until the position is filled.