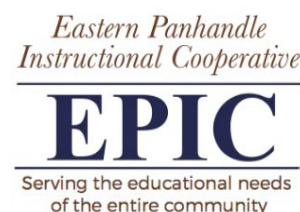


Notice of Job Vacancy #24-065



Posting Date: October 3, 2023

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: \$22.00 per hour

Education and Experience:

- Must hold a four-year degree from an accredited institution with a minimum 2.5 GPA
 - Preference will be given to those with degrees in TESOL, Linguistics, or English.
- Must be eligible to obtain a WV Adult License, WV Teacher Certification, or a WV Short-Term or Long-Term Substitute Teaching Permit.
 - Official college transcripts will be required upon employment.
 - For more information about how to obtain a WV Substitute Teaching Permit, [use this link to visit our website](#) and watch the Getting Started Video. If you meet the eligibility requirements for a short-term or long-term substitute permit and decide to enroll in our online, self-paced class, the registration form can be found on the same page.

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 AE).
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: Immediately following the onboarding process.

To Make Application: You may submit your application one of two ways.

Online application can be made via United Talent Teach-In West Virginia Application System by clicking on the link below.

[Use this link to go to the online application system.](#)

Printable EPIC application can be found on the EPIC website and must include three references with contact information.

[Use this link to access the printable EPIC Printable application.](#)

You may drop off your completed EPIC application at our main office M-F from 8-4 or submit it one of the following ways:

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Shannon Johnson at sdjohnson@wvesc.org
Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until all positions are filled or no longer needed.