



Notice of Job Vacancy #25-061

Posting Date: February 10, 2025

Position: Part-Time ESOL Instructor for the EPIC Adult Education Program in **Berkeley** County

Employment Term: Part-Time / Temporary / "As Needed"

The selected candidate will work on assigned weekdays as scheduled based on student enrollment, contact hours, and grant funding issued for fiscal year 2025 (July 1-June 30.) All work is scheduled "as needed" with no guaranteed or minimum amount of work activity promised during the year. Part-time instructors may not exceed 1032 hours of work per fiscal year.

Salary: \$23.00 per hour

Qualifications:

1. Bachelors or higher degree (TESOL, Linguistics, or English preferred).
2. WV professional teaching certificate (preferred) or eligible for an Adult License for Adult Basic Education (four-year college degree – minimum of 2.5 GPA in original course work; minimum of 3.0 in course work used to maintain licensure).
3. Effective oral/written communication skills are required.
4. Knowledge of the characteristics of adult learners and prior experience in delivering training and/or instruction to adult learners is preferred.
5. Knowledge of the process of second language acquisition and prior experience in working with non-native English speakers is preferred.
6. Experience in working with computers and using educational software is required.
7. Ability to attend pre-service teacher training with an approved peer trainer (and travel if necessary) prior to the start of any instructional activity is required.

Please note: Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

Duties & Responsibilities:

1. Administer appropriate instruments for registration, orientation, oral/written placement and needs assessment to determine skill levels and learner goals.
2. Conduct personal interviews with new students to set reasonable goals and plan and implement an appropriate course of instruction.
3. 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.
4. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students. Prepare for assigned classes and show written evidence of preparation upon request.

5. 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.
6. Employ a variety of teaching strategies that are student-centered; incorporate active learning; provide explicit direct instruction and differentiation.
7. Monitor and document learners' progress in relation to identified goals using a variety of evaluation techniques (oral/written tests, formal/informal evaluations, portfolios, etc.)
8. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
9. Apply accommodations for students with special learning needs.
10. 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.
11. Assist learners in becoming oriented to the local community.
12. Maintain and submit records and reports in a timely manner as required by county/state policy.
13. Maintain confidentiality of student information.
14. Maintain valid state certification (teaching certificate or adult license for ABE).
15. Attend professional meetings, conferences, and workshops to maintain and improve professional competence.
16. Perform other duties related to the program as needed.

Reports To: EPIC AE/SPOKES Director; EPIC Administrator or Designee

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

Start Date: To be determined pending onboarding / approval process

Application Process: You may submit your application one of two ways:

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

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

Hard copy EPIC application can be found by [clicking on this link](#). Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until the position is filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.