



## Portage County Literacy Council – Job Description

**Position:** Small Group Lead – Currently Online

**Description:** The small group lead will plan and lead English classes (currently online) for adults who are learning English. Each class will average 3-5 adult learners and are often multi-level (typically beginning to intermediate level learners). The emphasis is on conversation, with some reading, writing, and civics instruction. The curriculum will emphasize mini-presentations that integrate visuals, videos, and/or real life props; modeling; and peer-to-peer interaction and student talk time.

**Duties:**

Developing topic-based lesson plans for interactive classes that emphasize conversation  
Working with adult learners in a small group setting  
Tracking learner hours and progress  
Maintaining regular communication with the Co-Directors

**Qualifications:**

- Demonstrated experience teaching adult English language learners
- Ability to create engaging lesson plans
- Ability to maintain a weekly schedule
- Self-motivated and creative
- Good communication skills
- Respect for adults of different cultural and socioeconomic backgrounds
- Organized and ability to complete paperwork accurately
- Ability to be flexible and respond to changing situations
- Completion of ESL minor or other ESL certification
- Knowledge of other languages and/or cultures (preferred)

**Must be committed to inclusion and not discriminate in any way because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, immigration status, veteran status or other characteristics.**

**Hours:** 3 hours week (1 hour prep and 2 hours class)

**Pay:** \$15/hour, no mileage

**Location:** Online, TBD, likely evening (Thursday or Sunday)

**Length of Position:** The position is at will. Candidates should expect to commit through May 2022, with possibility to renew in Fall 2022.

**Background Information:** To learn more about the Portage County Literacy Council, our mission and programs, please log onto [www.pocolit.org](http://www.pocolit.org).