

Job Title:

Adult ESL Teacher

Primary Purpose/Function of Position:

The Adult ESL Teacher's role is critical to our mission of supporting the academic and social well-being of Central Texas families through education, empowerment and community support.

The ideal candidate for this position is passionate about education and building relationships with students from diverse backgrounds. Todos Juntos values lived experience, therefore prioritizes hiring former students and graduates, whose lived experience as a student is greatly valued and helps shape the future of our organization.

Specific Responsibilities Include:

- Plan and deliver ESL instruction aligned with learners' proficiency levels (beginner to advanced)
- Develop lesson plans that incorporate speaking, listening, reading, and writing skills
- Integrate life skills, workforce readiness, and/or family literacy into instruction as appropriate
- Assess student progress through formal and informal methods (e.g., assessments, observations, learner feedback)
- Maintain accurate attendance, assessment, and progress records
- Adapt teaching strategies to meet diverse learning needs, including low-literacy learners
- Create a culturally responsive and trauma-informed classroom environment
- Communicate regularly with program staff regarding student progress and needs
- Participate in staff meetings, trainings, and professional development opportunities
- Participates in meetings for the purpose of sharing information and/or improving skills and knowledge.
- Assists with coordinating in-house and external events and activities, as assigned.
- Attends and participates in in-house events and activities.
- Other duties as assigned.

Skills and Experience:

- Bachelor's degree in Education, TESOL, Linguistics, or a related field (or equivalent experience)
- Experience teaching ESL to adults or diverse populations
- Strong understanding of adult learning principles
- Excellent interpersonal and communication skills

- Must be well organized, dependable and detail oriented.
- Must be flexible and adaptable in a quickly changing environment.
- Must have a growth mindset and be reflective and self-aware
- Strong communication and interpersonal skills with ability to communicate effectively with volunteers, colleagues, families, and community partners.

Preferred experience:

- Experience as a student of Todos Juntos Learning Center
- TESOL/TEFL certification
- Experience working with immigrant and refugee populations
- Familiarity with Ventures, CASAS and/or other ESL curriculum/assessments.

Hours & Schedule:

This is a 10 month annual, part-time position expected to work 15 hours per week, onsite Monday through Wednesday, 8:30-12:30pm for the school year. June and July are off.

Our ESL classes run from 9am-12pm and 12:30-2:30pm Monday - Wednesday. Additional hours may be available, but must be approved by the direct supervisor. Todos Juntos is committed to prioritizing a work life balance and providing a flexible, supportive work environment.

Compensation:

- Hourly employee. \$27-32 per hour DOE.
- Four weeks (Thanksgiving, Winter, Spring Break) holiday pay, for a total of 26 paid holidays per year.
- 5 days flexible PTO.
- Free onsite part time childcare for children 12 months - 4 years with prior notice & arrangements, pending space availability. Care offered exclusively during class hours.
- Mileage reimbursement (\$0.725/mile).
- Up to \$250 annually towards professional development and support, pending a one year commitment to TJ.
- Free onsite parking.

Worksite:

Downtown Austin, 78701 zip code.

Equal Employment Opportunity Policy

Todos Juntos Learning Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status,



sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Employees must be legally eligible to work in the United States.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.