

Job Title:

ESL Lead Teacher

Reports to: Adult Education Program Manager

Primary Purpose/Function of Position:

The Lead ESL Teacher plays a key role in advancing Todos Juntos' mission by supporting the academic and personal growth of adult learners through high-quality English instruction and classroom leadership. This position provides guidance to other ESL instructors, helps ensure consistency in curriculum and teaching practices, and fosters a supportive, inclusive learning environment for students from diverse backgrounds. The ideal candidate is passionate about education, relationship-building, and values the lived experiences that strengthen our community.

The ESL Lead Teacher is responsible for leading all aspects of Todos Juntos Learning Center's English as a Second Language programming including the following:

- Teach ESL to adult students at Todos Juntos, at least 50% of their time will be spent in the classroom.
- Plan lessons for their individual classes and support the other ESL teachers in lesson planning.
- Supervise team of part time ESL teachers (3-5 max)
- Assist and support students in their educational journey at Todos Juntos, managing each relationship with compassion, inclusion, and professionalism.
- 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
- Collaborate with the larger Programs team and individual students to develop plans for educational success as needed.
- Assist with training, placing, and managing programmatic volunteers.
- Coordinate and lead regular ESL Teacher meetings Maintain effective relationships with TJ staff, community and education agencies, students, and other involved parties.
- Complete timely documentation, evaluations, data entry and grant reporting as required.
- Represent Todos Juntos at community outreach events.
- Other duties as assigned.

Qualifications:

- Extremely organized and able to juggle multiple priorities at one time.
- Experience leading a team for at least two years.
- Experience planning, coordinating and implementing program events.
- Experience maintaining and growing partnerships with community organizations and higher education institutions.
- Demonstrated cultural competence when engaging with diverse audiences including students and families, TJ staff, volunteers, and community partners.
- Ability to work independently while functioning effectively as a member of a larger team.

Preferred knowledge, skills, and abilities:

- Experience in education administration.
- Bachelor 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
- Experience working with Apricot (Social Solutions/Bonterra) software and Google Suite.

Requirements:

- Ability to work onsite M-F with occasional remote & virtual work days/hours.
- Reliable transportation.
- Valid Texas driver's license.

Hours:

Full-time employee, 32 or 40 hours per week. Monday through Friday, 8-5 pm. Flexible remote work opportunities when possible. Available in a 10 month contract or a year round contract.

Compensation:

- \$35,000-50,000 annual salary depending on experience and hours worked per week and if working through summer.
- Comprehensive healthcare benefits including medical, dental and vision and 100% premium coverage by Todos Juntos.
- Four weeks (Thanksgiving, Winter, Spring Break) holiday pay, for a total of 26 paid holidays per year.
- 10 days flexible PTO.
- Free onsite part time childcare for children 12 months - 4 years with prior notice & arrangements, pending space availability.
- \$25 monthly cell phone stipend
- Mileage reimbursement (\$0.725/mile).
- Hybrid work environment.



- Up to \$250 annually towards professional development and support, pending a one year commitment to TJ.
- Free onsite parking.

Worksite:

Downtown Austin, 78701.

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.

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.