



Making language and culture learning available to all Montanans

Job Title:	EL Adult Online Educator	Job Category:	Coach Contract
Department/Group:	All	Job Code/Req#:	WLI-CC
Location:	Bozeman, Montana	Travel Required:	N/A
Employment Type:	Contracted Project	Position Type:	Contracted, 6 weeks
HR Contact:	Program Manager: Kristina Allison	Date Posted:	November 23, 2021
Will Train Applicant(s):	No	Posting Expires:	open until filled

Class Description: Through the Bozeman English Language Literacy Alliance (BELLA) Project, WLI is piloting two weekly sections of evening online English language classes to beginner-level Spanish-speaking adults. The goal is to work with a cohort of Spanish speakers to improve English language communication skills, with demonstrated evidence of progress over a 6-week term.

Class Size: 12 students maximum per class section

Hours: Two sections of English class will meet during weekday evenings after 5 PM once a week for 1 hour each (total of 2 class hours/week; tentative schedule: Tuesday/Thursday evenings 6-7 PM) for 6 weeks. Program meetings to be scheduled according to availability of all team members. Online office hours to be scheduled according to teacher and student availability. Flexible schedule for other tasks, including curriculum development, class preparation, and communications.

Expected Class Session Dates: Pilot Session February - March; Second Session April - May; Third - Sixth Sessions TBD

Rate of Pay: \$1,200 per session. This includes 2 hours of teaching per week and an estimated 6 hours per week for other tasks such as meetings, communications with students, online office hours, tracking of progress, and class preparation. Plus additional \$300 for curriculum development. Total amount for pilot class delivery is \$1,500.

Benefits: Contracted position – no health or other benefits are offered.

Location: Work from home or other remote location or via WLI-MT Emerson Education space. Preference is given to Bozeman-based candidates.

Contract: Initial contract is for pilot session with the potential opportunity for 2 additional 6-week sessions in the first half of 2022, as well as extension into in-person teaching for up to 3 classes in Fall 2022.

EL Educator Reports to: Program Manager, Kristina Allison

Job Description

ROLE & RESPONSIBILITIES

In partnership with the WLI-MT Program Manager, BELLA Team Lead, & Thrive Parent Liaison, the EL Adult Online Educator will:

Curriculum and Lessons Plan Design

- Develop, deliver, and share lesson plans that utilize a broad range of appropriate teaching techniques and strategies, remaining in the target language at least 75% of class time.
- Develop a curriculum that focuses on *survival language* exposing students to words and phrases encountered in daily situations.
- Develop a list of learning targets for each week, accessible to students and tutors
- Create a course syllabus and/or class plan with materials accessible to students, tutors, and Program Staff.
- Create practice materials and assign homework to students for out-of-class practice and upload these to a shared drive or document. Tutors will use these materials to help students reinforce skills and concepts covered in class.

Instruction

- Provide students opportunities to communicate through speaking and writing and comprehend through reading and listening in the target language through appropriate instruction.
- Encourage and practice the use of *survival language* proposing scenarios of daily situations that students could potentially encounter.
- Become familiar with and utilize the *Communicative Language Teaching model*, emphasizing language learning through student engagement in cultural activities.
- Provide students with “Online office hours” (at least 30 minutes/week) so students can communicate with the teacher.

Assessment and Student Engagement

- Assess student language performance to evaluate student progress; modify lessons if needed to meet the learning targets set for each week or lesson.
- Develop an end-of-session test and rubric; share these documents with tutors and team.
- Track and share with BELLA Program Staff evidence of student growth and progress.
- Track attendance and report to BELLA Program Staff.
- Monitor Facebook group page to promote student engagement outside of class.

WLI - Staff Tasks

- Participate in the hiring/onboarding process as outlined in the organization's guiding documents.
- Communicate with BELLA Program Staff, providing updates as requested and seeking guidance and assistance as needed.
- Communicate with students as outlined in the organization's guiding documents.
- Participate in professional development events offered by WLI-MT at a minimum of 2 per school year. Contracted will be compensated additionally at a rate of \$25/hour.

PERSONAL & PROFESSIONAL QUALIFICATIONS

- Bachelor’s degree
- Certification or licensure in TEFL/TESL/TESOL/ELL or equivalent coursework at Master’s level in relevant areas (ESL education, TESOL, applied linguistics, language development, multilingual education).
- Familiarity with Latinx culture and the specific needs of Montana’s Spanish-speaking communities
- Willingness to work collaboratively across teams on a pilot project
- One year ESL/EFL/ELL teaching experience OR two years ESL/EFL/ELL tutoring experience
- Experience delivering online language education

- Strong interpersonal and intercultural communication skills
- Spanish proficiency

PREFERRED SKILLS

- Master's degree in TESOL, Applied Linguistics, or related field
- Proven track record in English Language education
- Startup mindset: ability to think creatively and help bring pilot project into sustainability
- Spanish fluency

Reviewed By:	Executive Director, Program Manager, & Current Program Coordinator	Date:	November 23, 2021
Submit Cover Letter & Resume to:	Kristina Allison, Program Manager: kristina.allison@wlimt.org	Apply By:	Applications accepted beginning November 23, 2021; position open until filled

* We acknowledge that some candidates, especially those from underrepresented population sectors, may not feel their professional experience and skill-sets are a perfect match for this role. Please apply if you are passionate about this work and/or our mission calls to you, even if you are on the fence or wondering whether you should apply. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We are proud to be an equal opportunity workplace and encourage all to apply.