

## **ESL Instructor**

Empire State English - Albany, NY 12205

Full-time, Part-time

Empire State English, LLC, is a private adult English as a Second Language School which is licensed by New York State's Education Department. With locations in Colonie and Saratoga Springs we provide all levels of English classes to the local international population as well as to students from abroad who enter on an F1 visa for full time English study.

This position includes the following responsibilities:

Teaching English to non-native English speaking students, ages 18 and up.  
Flexible schedule

Some of the job duties include:

- Working in partnership with the academic director to provide an optimal academic education for the students
- Following a prescribed curriculum and writing a syllabus for each class taught
- Communicating frequently and effectively with the school's office administrator, academic director and director regarding student assessment and classes
- Attending at least 10 hours of professional development annually directly related to this position
- Attending at least six meetings per year related to school procedures
- Ability to use a variety of learner-centered teaching methodologies
- Creating and using assessment tools that are appropriate for the level of the students
- Observing and being observed by other teachers and staff members
- Having a formal review meeting twice per year with a supervisor during the first year and a minimum of once per year or as the need arises in subsequent years

### Requirements

- Legal work status for this position per US Department of Labor law
- Native or near-native fluency in English
- 5 years adult ESL teaching or Master's in TESOL and / or a CELTA certificate
- Experience in an adult education English language program
- Strong verbal and written communication skills
- Demonstrated organizational skills and ability to organize a class
- Demonstrated ability to follow state and accrediting agency guidelines and procedures
- Positive attitude, reliable, team player, passion for teaching

### Additional Information

Work Schedule: Varies

Empire State English is open Monday through Friday 8 AM – 9 PM and Saturdays from 8 AM – 12 PM  
Classes are offered year-round