

# Job description - Part-time

## English as a Second Language Instructor & Professional Development Trainer - English

Empire State English - Albany, NY 12205

Capital Region Language Center – Albany, NY 12205

Do you want to join a small but mighty team of English teachers?

Are you interested in having a variety of teaching experiences?

- online and in-person classes (**in-person teaching is required for this position**)
- college-bound and corporate students
- local and out-of-town workshops
- intensive and part-time program students
- flexible work schedule

Do you get bored doing the same thing every day?

If you answered yes to any of the above, please apply for an immediate opening.

Empire State English is a private, adult English as a Second Language School which is certified by New York State's Education Department and accredited by the Commission on English Language Program accreditation (CEA). We provide all levels of English classes to our local international population as well as to students from abroad who enter on an F-1 visa for full-time English study. A parallel program at Capital Region Language Center provides English training to children, high school students, corporations, universities, and local agencies.

Capital Region Language Center, established in 2003, provides world language education and professional development training to adults, children, schools, and corporate partners. Experience with and ongoing interest in delivering professional development workshops and/or traveling to teach around New York State a plus.

Key responsibilities:

- Develop and implement lesson plans that align with the curriculum and meet the needs of adult learners
- Use various teaching methods and techniques to engage students and promote language acquisition
- Assess student progress and provide feedback on their performance
- Create a positive and inclusive learning environment for adult learners

- Collaborate with other teachers and staff to ensure the success of the students and the program
- Attend at least 10 hours of professional development annually directly related to this position
- Use a variety of learner-centered teaching methodologies
- Follow all NYS and accreditation guidelines
- Develop new curriculum on an as needed basis

Requirements:

- Work permission for this position per US Department of Labor law
- Native or near-native fluency in English
- Preferred: Master's in TESOL and / or a CELTA or TEFL certificate
- 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
- Minimum of one year of teaching experience in a university or an adult education English language program

Job Type: Part-time (could extend to full-time 20-25 hours weekly but not required)

Non-exempt

Hourly average pay range: \$25-\$50, dependent on experience and teaching responsibilities

Benefits:

- Flexible schedule
- Simple IRA
- Travel for work (optional)

Schedule:

- Varies; Monday-Friday
- At least two evenings per week required for in-person classes

To Apply:

Please send the following documents via email to: [HR@CRLCAlbany.org](mailto:HR@CRLCAlbany.org)

- Letter of interest
- Resume
- Transcripts of graduate degree (unofficial accepted)
- 2 References