



About the Workforce Department @ Lawrence CommunityWorks

Lawrence CommunityWorks, Inc. is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward. The Workforce Development Department provides employment training and coaching with the objective of helping low- and moderate-income residents achieve greater financial stability and long-term upward economic mobility by accessing a job or better job. Our employment programs equip residents with financial knowledge, general and industry-specific work skills, interview and resume building skills, job search support and ongoing social/peer support, in an empowering and motivating environment that fosters personal and community progress and success

Position: ESOL Instructor - Workforce Department

Lawrence Community Works, Inc is seeking a well-organized and highly motivated, independent and creative individual to serve as its English as a Second Language Instructor for their Workforce Department. Program will run 3 days a week (3.5 Hours each day) and working with the Workforce Director to ensure the success of the program. Program hours will be from **5:30 – 8:30 p.m. Mondays, Tuesdays and Thursdays.**

Responsibilities

Teacher's Responsibilities:

- Teach three classes per week with allotted prep time, submit monthly lesson plans, monitor and record student attendance
- Integrate the Popular education approach in curriculum planning.
- Select/develop appropriate materials/methods that encourage student achievement
- Administer teacher-made pre/post classroom assessments to verify placement.
- Support students to create a portfolio of their work i.e. writing & math
- Participate in program planning meeting, preservice program meeting, new staff orientation, completers of staff development training.
- Participate in student personal and professional development workshops/meetings (during class time) and Participate in 2 field trips/semester
- Teachers will be observed/evaluated twice a year.
- Participate in professional development planning process
- Other duties as requested by Program Coordinator.

Qualifications

- Bachelor's degree or 2yrs of relevant experience
- Experience teaching adults and classroom management
- Ability to work as part of an educational team, as well as the larger Workforce umbrella
- Excellent organizational and communication skills
- Organizational and leadership/management skills.
- Skilled at taking initiative, problem solving and working independently.
- Strong verbal skills to communicate effectively with students, staff and community partners
- Skilled at building interpersonal relationships to work effectively as part of a team and to manage class environment.
- A commitment to providing excellent customer service.
- Being friendly, dependable and flexible

Please send cover letter and resume to
recruiting@lawrencecommunityworks.org