



Job Announcement

Epworth's Ana A Brito Foundation

ESOL Teacher

9008 Rosemont Avenue, Gaithersburg, MD 20877

301-926-0424

Background: The ESOL Program offers English and Computer classes for adults needing to learn or improve their English language and their computer skills. Because we believe in a holistic approach to education, in addition to English, during the school year special activities are offered in areas such as parenting, health, and other subjects. The program seeks to enrich the lives of all participants not only through the classes and special activities, but by providing a welcoming and Christian environment where all people feel respected, valued, and welcome.

The program follows the Ventures curriculum created and published by Cambridge University Press. We offer six levels: Basic, Level 1, Level 2, Level 3, Level 4 and Level 5. Classes are taught in person at Epworth with some students on Zoom at the same time.

The English teacher will:

- Prepare lesson plans for his/her class based on the Ventures ESOL text and workbook. In addition to the text materials, teachers are encouraged to enrich their classes with additional material they consider valuable.
- Follow up students' progress and report at the end of semester.
- Help students to track the objectives they set to themselves when registered.
- Keep track of students' progress in fulfilling their objectives and report at the end of semester.
- Ensure students sign daily attendance form and submit attendance sheet to Program director at the end of each month.
- Follow up students who are absent and report to Program director as needed.
- Assist at registration with enrollment and placement testing.
- Attend periodic teachers' meetings.
- Make sure that room is left as it was found.
- Report to Program Director needs and or problems as they arise.
- Come at least 15 minutes before class starts to make sure that the classroom is ready when students arrive.
- Ensure that room is left in a good condition and ready to be used by the next users.
- When classes are through ZOOM, make sure that invitation is sent to all students to make sure they can access the class.

Submit resume, including references, to: Epworth United Methodist Church, 9008 Rosemont Avenue, Gaithersburg, MD 20877 Attention Mele Aho, Director or via email: mele.aho@eumc-md.org