

**Please Post**  
7/2011



**ESL Mandated Instructor**

**Reports To:** Site Coordinator, Program Associate, and Assistant Regional Director, Foothills Adult & Continuing Education

**Job Purpose:** To assure a stimulating and State-regulated educational environment for their ESL class

**Job Responsibilities:**

- Plan and implement activities and instructional strategies to meet student needs
- Demonstrate knowledge and application of subject matter
- Share assessment results with students and encourage student self-evaluation
- Cooperate with other instructors by sharing ideas and methods of instruction
- Select appropriate learning materials
- Plan individual and group activities
- Create a positive setting in which students may feel emotionally and physically secure
- Complete required CARS forms
- Maintain student attendance and follow-up
- Use community resources when available and applicable
- Teach desirable work habits and study skills
- Attend scheduled staff meetings
- Preview new materials and make recommendations
- Participate in professional staff development activities
- Punctual for all meeting and classroom assignments

**Qualifications:**

- Must hold a valid Connecticut Initial, Provisional or Professional Educator Certification with and/or #088 endorsement. Endorsement not required with TESOL certificate.

**Application Procedure:** Interested applicants should email their resume to [stack@educationconnection.org](mailto:stack@educationconnection.org) or send a letter of interest plus a resume indicating experience and knowledge relevant to the above requirements to:

Human Resources #05-12  
EDUCATION CONNECTION  
P.O. Box 909 Litchfield, CT 06759-0909

**Closing date for application: Position open until filled  
Anticipated starting date is ASAP**

**EDUCATION CONNECTION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

**A copy must be posted in EDUCATION CONNECTION's Danbury and Litchfield Offices.**

“EDUCATION CONNECTION does not discriminate in any of its programs, activities or employment practices on the basis of race, color, national origin, ancestry, sex, religion, age, disability, veteran, marital or familial status. To file a complaint of discrimination write USDA Director, Office of Civil Rights, Washington, DC 20250-9410.”