



**Job Title: Part-Time Daytime ESOL Instructor**  
**Tuesdays and Wednesdays 5:00-7:00 pm**

Reports to: EAABF ESOL & Computer Program Manager

**Program Summary:** Epworth's Ana A. Brito Foundation provides English (Basic – Level 5), Computer and Spanish classes to adult learners. EAABF serves students representing over 20 countries with over a dozen native languages. Onsite childcare is provided.

**ESOL Program Summary:** Our ESOL program is designed for adults who are 18 years of age and above. EAABF offers a range of classes from Basic – Level 5. Classes take place during the daytime (Tuesday & Friday 10:00-12:00) and evening (Tuesday & Wednesday 5:00-7:00). Classes are offered in 3 trimesters:

- Fall 2025 (Sept. 2-Dec. 19)
- Winter 2026 (Jan. 13-Mar. 20)
- Spring 2026 (Apr. 7-Jun. 12)

**Position Summary:** We are currently seeking experienced intermediate to advanced level ESOL Teachers who are skilled in hybrid (synchronous in-person and virtual) instruction to join our team. This is an exciting opportunity to teach English to adult learners. Teachers are contracted for a trimester and most continue through all three trimesters.

Classes are taught in person with a combination of Zoom and in-person learners.

**Qualifications:**

- High English proficiency with some studies and/or experience in Adult ESOL Education
- Passionate about teaching ESOL to adult learners.
- Willingness to collaborate with others and show patience and care in working with new immigrant communities.
- Computer literate and comfortable being onscreen for online learners.
- Familiar with Zoom and its online teaching features and able to lead a class and engage learners while using it in the classroom.
- Willingness to learn new hybrid teaching skills.
- Willingness to use Ventures Curriculum and instructional materials.
- Bachelor's degree from a four-year accredited College, preferred.

**Required Knowledge, Skills, and Abilities:**

- Proven knowledge of and experience with ESOL curriculum and instructional strategies.

- Ability to understand students' individual goals and develop long-term education plans.
- Highly self-motivated.
- Able to stand for extended periods of time.

**The English teacher will:**

- Prepare lesson plans, handouts and organizing materials that
  - Meet the language and reading level needs of all students.
  - Are based on the values and interests of the learners.
  - Practice various tasks, exercises and/or projects that engage realistic learner challenges.
  - Include supplemental activities to promote competency building.
- Communicate directly and regularly with students regarding class meetings, Zoom meeting details, homework, program events, etc.
- Arrive at least 15 minutes before class begins to ensure the classroom is set up and ready by the start of class.
- At the conclusion of each class, ensure that all devices are stored securely, the classroom in good condition, and the room is ready for the next users.
- Assess student goals and objectives at the start of each class session to ascertain their English proficiency
- Track students' progress throughout the session and report learner gains at the end of each session (Fall, Winter, & Spring).
- Accurately record attendance. (This includes following up with students who are absent and reporting excessive absences to the Program Manager, as needed.)
- Foster student participation and leadership through respectful, engaging and communicative classrooms.
- Maintain a collegial rapport and healthy learning environment within the classroom.
- Participate in staff meetings, training, and workshops.
- Report needs, issues or conflicts to the Program Manager as they arise.

**Compensation:**

Teachers are paid \$20 per hour of classroom instruction time.

**To apply:**

Submit resume, including three professional references, via Indeed.com.

Additional questions or inquiries can be directed to: [esolmanager@eumc-md.org](mailto:esolmanager@eumc-md.org); or mail to Epworth United Methodist Church, 9008 Rosemont Avenue, Gaithersburg, MD 20877. Attention: Deacon Megan Blanchard.