

Blended Learning ESL Teacher

Minnesota Literacy Council: Open Door Learning Center – Northside;
Open Door Learning Center – Northeast



Seeking individual for part-time Blended Learning ESL Teacher position at the Minnesota Literacy Council's Open Door Learning Centers in North and Northeast Minneapolis. This position is 10 hours per week, 4:00-6:30, Monday-Thursday, with eight hours of classroom instructional time. The Blended Learning ESL Teacher teaches two classes of adult English learners from around the world in a blended learning model, combining face-to-face instruction and supported online learning using Burlington English software. In addition to teaching, this position manages Burlington English student licenses, assists with assessment, supports classroom volunteers, and recruits learners. The starting pay range for this position is \$20.94 - \$23.26/hour.

Specific responsibilities of the **Blended Learning ESL Teacher** include, but are not limited to:

- Develop daily lesson plans and provide high-quality instruction to adult English Language Learners, using Burlington English (BE) in a blended class setting.
- Recruit, register and orient students in the BE application.
- Monitor student progress.
- Provide feedback to students on their progress.
- Promote mobile use of Burlington English.
- Promote Distance Learning Computer Scholarship.
- Structure class to effectively utilize volunteer resources and to provide the best possible learning experience for adult learners.
- Ensure a safe and positive learning environment.
- Pull Distance Learning proxy hour reports from Burlington English.
- Ensure that student data is entered and tracked accurately and consistently.
- Assist in program evaluation.
- Communicate with learning center staff about Burlington English learners' progress.

Required Qualifications:

- Bachelor's degree in education or related field, or equivalent combination of education and experience.
- Understanding of ESL/Adult Basic Education and adult learning; knowledge of effective teaching methods for adult learners, particularly blended learning methodologies.
- Proficient in computer use, including MS Office programs.
- Strong verbal and written communication skills.
- Understand needs, strengths and barriers confronting adult learners who may be low-income, unemployed, and/or refugees/immigrants.
- Commitment to literacy and social causes.

Preferred Qualifications:

- Previous experience with Adult Basic Education programming or similar experience strongly preferred.
- Experience working with classroom volunteers.
- Familiarity with Burlington English.

To apply, please email cover letter and resume with **Blended Learning ESL Teacher** in the subject line to hr@mnliteracy.org. Open until filled; priority given to applications received by **Tuesday, August 27**.

The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity, equity and inclusion statement here: <https://mnliteracy.org/about/diversity-inclusion>. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**