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**Job Title:** English Language Learner (ELL) Instructor

**Reports To:** Director of Adult Education

**FLSA Status:** Full-time, Exempt

**Prepared Date:** March 22, 2022

**Site Location:** Journey House Center

**Our Mission:** Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

**Position Overview:** Journey House is committed to providing community members with high quality Adult Education and Family Learning experiences with professional and passionate staff. The primary function of the ELL Instructor is to teach adult English Language Learners and inspire students' attainment of educational and employment goals. This position plans, teaches, and implements a variety of high-yield activities to increase students' English speaking, reading, writing, and critical thinking skills. The ELL Instructor promotes quality activities designed to promote academic, civic, cultural, digital, employment, family, financial, health and wellness, social, and personal growth for adult students and their families.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications.

#### **Instruction and Curriculum Development**

- Teaches assigned English Language Learning Courses at various levels.
- Conducts ELL Program Orientations to ensure prospective English Language Learners understand expectations to participate in Journey House ELL classes and provide information on agency-wide opportunities and services.
- Provides assessment to potential and current ELL students through standardized tests and oral interviews in compliance with State requirements.
- Recruits ELL students and develops strategies to increase student retention.
- Completes Personal Education Plans (PEP) for each student and evaluates PEP to demonstrate students' progress towards short and long term goals through development and assessment of students' portfolios and work.
- Guides ELL Students on academics and career pathways to facilitate transition to MATC, institutions of higher learning, and/or employment.
- Offers referrals for students in need of counseling and/or immigration concerns.
- Plans, teaches, and implements a variety of high-yield activities and targeted programs focused on ELL with integration of Civics Literacy, Digital Literacy, Family



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Literacy, Financial Literacy, Health Literacy, and Career Pathways.

- Ensures that accurate, up-to-date student information, attendance and outcomes are entered into the UNCOM Cayen Database and any other required reporting database.
- Shares best practices and curriculum development expertise with Adult Education Team.
- Attends meetings, seminars, and workshops related to current and proposed Adult Education projects and grants.
- Expands English Language Learners knowledge by staying current with the knowledge related to ELL and demonstrates this knowledge in programming.

#### **Communication and Coordination**

- Attends and participates Adult Education Team meetings, activities, and events.
- Prepares syllabus and course descriptions.
- Provides information as requested and in a timely manner for program reports, community inquiries, and information for grant proposals.
- Meets regularly with Adult Education Team to strategize upcoming semester courses, events, maintain schedules, and discuss students' emerging needs and accomplishments.
- Attends and participates in Journey House All Staff meetings and events.
- Follows Journey House protocol for scheduling events, making room reservations, and creating flyers/marketing materials for program courses, activities, and events.

#### **General**

- Assists in daily classroom operations to assure a clean and well-organized environment in which to work and learn.
- Ensures that accurate up-to-date program demographics, attendance, and program outcome, information is entered into the database.
- Participates in SKY Breathing and Community Building mandated staff trainings and follow-ups.
- Performs other relevant duties and tasks as assigned.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Education and Experience:**

- BA or BS in Education with ELL certification or related field, or commensurate



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experience preferred.

- Minimum two years teaching/instructional experience with adults.
- Bilingual (English/Spanish) in oral and written communication preferred.
- Passion for working with urban adult population from diverse cultural backgrounds.
- Experience in creating curriculum, program development, and their implementation.
- Ability to integrate agency-wide programming into ELL Program.
- Ability to work with adults from a cross-cultural population.
- Excellent oral and written skills.
- Resourceful, creative, innovative, flexible, ability to work without direct supervision and with limited resources.
- Ability to adjust to crisis situations, motivate others and good listening skills.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], databases, and social media platforms.
- Professional enthusiasm to stay current in the field of ELL and Digital Literacy.
- Demonstrated experience in quantitative and qualitative evaluation and assessment of programs and building organizational capacity.
- Excellent time management capabilities and ability to simultaneously execute multiple projects/events.
- Must be willing to work flexible hours, including some evenings.

**Supervisory Responsibilities:** Volunteers and interns assigned to assist in ELL Courses.

**Licenses:** Valid Wisconsin Driver's License and insurance required.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.



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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies, and outdoors.

**Journey House is an Equal Opportunity Employer  
Drug Free Workplace**

**If you are qualified and interested in this position, please complete:**

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. References (optional with initial submission)
5. Submit documents to [jobs@journeyhouse.org](mailto:jobs@journeyhouse.org)