



**VACANCY ANNOUNCEMENT**  
*Open to all qualified current staff  
and external applicants*

## **LITERACY PROGRAM ESL INSTRUCTOR**

**(24 hours per week)**

**DATE POSTED:** August 7, 2009

**LOCATION:** Penrose Library Literacy Office, 20 N. Cascade Avenue,  
Colorado Springs, CO 80903 **PHONE:** 531-6333

**STARTING WAGE:** **\$16.54** per hour + partial benefits (*excludes retirement & medical insurance*)

**POSITION HOURS:** **24** hours per week per the following schedule (**# LIT - 03**):

<b>Monday and Friday</b>	<b>8 a.m. – 1 p.m. at the Ruth Holley Branch</b>
<b>Tuesday and Thursday</b>	<b>6 – 9 p.m. at the Sand Creek Branch</b>
<b>Plus 8 flexible hours</b>	

### **PROCEDURE FOR APPLICATION:**

1. Complete a PPLD job application available at any of our branches or at [ppld.org](http://ppld.org)
2. Indicate the position's schedule number (**#LIT - 03**) next to the job title on your application.
3. All applications must be submitted to PPLD's **Human Resources Office** located at:  
**East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918**

**CLOSING DATE:** Application materials must be submitted to the Human Resources Office by **Monday, August 24, 2009 at 4:30 p.m.**

### **CONDITIONS OF EMPLOYMENT:**

#### **All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986).
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

**EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

# **LITERACY PROGRAM ESL INSTRUCTOR**

**BROAD SCOPE OF POSITION:** It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position operates in a diverse environment to help fulfill PPLD's mission by providing classroom-based English language instruction for adult patrons and by participating in informational outreach events to promote PPLD's English as a Second Language (ESL) services.

## **REQUIRED KNOWLEDGE / SKILLS / ABILITIES / EXPERIENCE:**

1. Ability to teach adult ESL classes
2. Knowledge of adult education and ESL instruction, theory, and practice
3. Knowledge and experience in ESL curriculum development
4. Ability to plan, organize, and perform instructional duties with initiative and judgment
5. Ability to work under minimal supervision
6. Ability to function effectively in an adult classroom environment and ability to think and act appropriately under pressure
7. Excellent interpersonal and communication skills (written and verbal)
8. Willingness to work cooperatively to meet the needs of patrons
9. Ability to communicate and work effectively with volunteer staff
10. Ability to maintain confidentiality in all interactions
11. Ability to create and present training modules for staff and volunteers
12. Willingness to attend, participate, and present materials at ESL-related training and conferences
13. Ability to work on a team, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude

## **ESSENTIAL FUNCTIONS:**

1. Creates appropriate curriculum for adult ESL classes
2. Provides instruction for adult ESL classes
3. Plans classroom activities and prepares materials
4. Administers learner intake and skills assessment
5. Completes periodic assessment and evaluation of skills acquisition with learners
6. Coaches volunteers to assist with classroom activities and individual tutoring
7. Creates and presents ESL training for staff and volunteers
8. Uses expertise in ESL instruction to advise PPLD staff
9. Participates in ESL training opportunities and conferences
10. May represent PPLD and its Literacy program at public events
11. Prepares monthly department reports
12. Supports and participates in various department events
13. Performs other job-related duties as assigned

## **MINIMUM QUALIFICATIONS:**

1. **Requires** a BA or BS degree in a related field; prefer candidates that have a Master's degree in TESOL (Teaching English to Speakers of Other Languages) or a related field
2. **Requires** a minimum of one year of classroom experience teaching English to adults as the primary instructor
3. Prefer candidates that have experience working with and/or supervising volunteers
4. Prefer candidates with skills using Microsoft Office Suite (MS Word, Excel, Outlook)
5. Fluency in other languages is highly desirable