

## **Economic Opportunity Program, Inc. Job Vacancy Announcement**

650 Baldwin Street Elmira, NY 14901 607-734-6174

Position: Adult Education Contractual Teacher(s)

Distributed to: DOL; Indeed.com; In-house

Location: EOP Literacy Volunteer of Chemung & Schuyler Counties

Rate of Pay: \$20.00 per hour

Classification: Non-Exempt, Part-time, 6 hours per week

Send resume to: Wendy Jackson, Program Director, 650 Baldwin St, Elmira, NY 14901  
[wjackson@cseop.org](mailto:wjackson@cseop.org)

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### Job Description:

- Leads learners in communication skills; language complexity; and listening skills for English as second language learners.
- Leads adult basic education learners in the areas of alphabetics; fluency; vocabulary; and reading comprehension.
- Develops and maintains reading and writing curriculum and lesson plans.
- Flexible schedule that includes 1-2 evenings per week.
- Attend NYS sponsored training sessions as required for professional development.

### Minimum Qualifications:

- ★ Previous education/classroom experience preferred.
- ★ Must have excellent oral and written communication skills and a strong ability to work as a team member.
- ★ Must demonstrate knowledge and experience in cultural diversity and strategies for self-enhancement opportunities in working with adults.
- ★ Be proficient on Zoom for online classes.
- ★ Candidates must possess a high school diploma/GED credential in order to teach classes.
- ★ Must have a current driver's license in good standing.
- ★ Have knowledge of the English language. Pronunciation is most important.
- ★ Be passionate about helping adults; looking for a candidate with energy and enthusiasm.

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