



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

**Adult Education – Online Pre-HiSet Instructor**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Adult Education Pre HiSET Instructor works closely with the math and language arts teachers to offer a high school diploma preparation course. The instructor will report to the Adult Education Program Manager. This is a part-time, remote 7 hour a week position.*

**Major responsibilities:**

- Teach integrated academic Social Studies to adult English language learners. This course is designed to prepare students for the High School Equivalency Test. There will be opportunities for additional hours for long term planning and substitute teaching as necessary.
- Prepare and record lesson plans that are culturally responsive and targeted to the assessed needs of learners.
- Promote workforce development opportunities to students the classroom.
- Incorporate distance education opportunities through online and digital learning tools as assigned.
- Record and monitor student attendance.
- Record and monitor student progress through regular assessment.
- Co-teach with volunteer instructors as assigned.
- Attend regular meetings, training and workshops that address improved instructional and classroom management practices
- Maintain regular communication with Adult Education Staff

**Successful candidates will demonstrate:**

- Ability to work with a diverse team.
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence
- Ability to troubleshoot/problem solve

**Requirements:**

- Availability Wednesdays for morning and evening courses
- Excellent written and oral English proficiency
- Demonstrated knowledge of ESL teaching strategies
- Familiarity with Microsoft excel, information databases, internet and email
- Familiarity with Zoom Video conferencing

**Experience:**

- Qualification to teach English Language Learners. Acceptable qualifications include MEd, MA, or MAT in ESL or TESOL, TESL or TEFL certificate from a qualifying agency.
- Minimum 1 year relevant work experience with qualification or 4 year's equivalent work experience.
- A bachelor's degree or higher preferred

**COMPENSATION:** \$20.00/hr

**Job Type:** part-time

**Contact Information and Procedure:**

Send resume to [ally@empowernashville.org](mailto:ally@empowernashville.org). Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.