



100 East 2nd Street, STE E
Madison, IN 47250
www.rivervalleyresources.com

Job Title: English Language Learner (ELL) Instructor

Location: Jefferson County, Indiana

Employer: River Valley Resources (RVR)

Job Type: Permanent Part-Time (12-29 hours per week)

About River Valley Resources (RVR):

River Valley Resources is dedicated to empowering individuals through education, workforce development, and supportive services. Our Adult Education program provides high-quality instruction to help adult learners improve their English language skills, advance their education, and achieve their career goals.

Job Summary:

We are seeking a passionate **English Language Learner (ELL) Instructor** to provide engaging instruction and career planning support to adult learners. The ideal candidate will create a welcoming and inclusive learning environment to help non-native English speakers develop their reading, writing, speaking, and listening skills.

Key Responsibilities:

- Provide individual and group instruction to English Language Learners at various proficiency levels.
- Develop lesson plans aligned with Indiana Adult Education Standards.
- Assess students' progress using pre- and post-testing methods using the TABE CLAS-E tests.
- Assist students in identifying their academic and career goals, including high school equivalency attainment, workforce readiness, and entry into postsecondary programs.
- Integrate technology-based learning tools, such as Burlington English and Essential Ed.
- Support students in overcoming educational barriers by connecting them with local social service agencies and workforce development programs.
- Maintain accurate records, including student attendance, and progress tracking in InTERS.

- Act as a community ambassador for the program, positively promoting its mission to potential students and community members.
- Participate in professional development activities.

Qualifications:

- Bachelor's degree required (Education, TESOL, Applied Linguistics, or related field preferred).
- Experience in ELL or ESL instruction is strongly preferred.
- Ability to work with diverse socio-economic populations facing educational barriers.
- Strong communication, organizational, and technology skills.
- Familiarity with adult education testing and software platforms (TABE, INCE, WIN, etc.) is a plus.
- Interest in learning new teaching methods and educational technologies.

Schedule & Compensation:

- **Schedule:** As approved by the state, 11-month schedule (2 weeks off in July and 2 weeks off for winter holiday).
- **Pay:** Competitive, based on experience and qualifications.

How to Apply:

Submit your **resume and cover letter** to: **Lisa Farris, Human Resources Assistant**

Email: farris@rivervalleyresources.com

Applications will be reviewed on a rolling basis until the position is filled.

Join River Valley Resources and help empower English Language Learners to succeed in their education, careers, and communities!