

RWU University College

ESL Teacher Certification Program

POSITION DESCRIPTION: **LEARNING GUIDE**

Description:

University College's Center for Workforce and Professional Development at Roger Williams University seeks applicants for a Continuing Education (CE) Instructor who will act as a Learning Guide for the ESL Teacher Certification Program. Primary job responsibilities include serving as a guide, mentor, instructor, and assessor for a small cohort of ESL Teacher Candidates throughout the year-long, July-June program.

Job Qualifications:

Required Qualifications

- At least 3 years experience as an ESL certified teacher;
- Hold a valid RI ESL teacher certificate at the appropriate level

Preferred Qualifications

- 5 years experience as an ESL certified teacher
- Master's Degree in the EL field (preferred)

Job Responsibilities:

- Participation in and implementation of Mentor Training Workshops
- Participate in Quarterly Learning Guide meetings [September, January, March, June]
- Conduct Quarterly CORP meetings [October, January, March, June]
- Initial and Monthly (minimum) Meetings with Candidate(s)
- Development and guidance of each candidate's Professional Learning Plan
- Assessment of candidate's submissions of evidence for all Domains
- Assessment of candidate's dispositions (Review pre-, assess mid- and end-program)
- Assessment of candidate's video-taped teaching submissions (5 minimum)
- Optional participation in Summer Intensive (as instructor) and other program events.

Each Learning Guide is evaluated annually by Candidates and the Program Director.

Application Requirements

- Resume and Cover Letter
- Copy of your ESL Teaching Certificate
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- Two-page essay on your skills as a mentor mentoring;
- Two letters of recommendation that speak to your leadership, excellence in teaching English learners, commitment to diversity and social justice, mentoring expertise and ability to work independently and collaboratively
- Interview with Program Director, to include task associated with teaching ELs.

Inquiries concerning this position should be directed to:

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For more information about the ESL Teacher Certification Program, please visit our website:

scs.rwu.edu/esl

Additional Information:

Roger Williams University is an affirmative action/equal opportunity employer and committed to a diverse workforce. All applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other basis protected by applicable state and federal law.

For more information on our Non-Discrimination and Title IX policy, visit: rwu.edu/NDT9