

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Adult Basic Education English for Speakers of Other Languages (ESOL) Instructor (Part Time) – Aspire Program (Mansfield)
Reports To:	Adult Education Director – Aspire Program (Mansfield)
Employment Status:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
Days:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
MOESC Pay Schedule:	PT ESOL Instructor – Aspire Program

QUALIFICATIONS

- A valid Ohio Teaching Certificate/License or a Bachelor's Degree
- Valid teaching license or ability to obtain an Ohio Adult Education license
- Experience in teaching adult education or a related field preferred.
- Applicants with some college education will be considered but will be required to take an assessment of academic skills in reading, language, and math.
- Demonstrated ability to build strong, respectful relationships with diverse learners
- Successfully pass a B.C.I. and F.B.I. background check

GENERAL DESCRIPTION

The Adult Basic Education / English for Speakers of Other Languages (ESOL) Instructor (Part Time) – Aspire Program (Mansfield) will provide strong, student-centered leadership for adult learners in the (English for Speakers of Other Languages) ESOL classroom setting—empowering students to gain language skills, meet personal and professional goals, and work toward high school equivalency. The ESOL Instructor must be compassionate, dynamic, and forward-thinking educator with a passion for adult education, cultural competency, and innovative teaching.

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Instruct adult learners in English language development (speaking, listening, reading, and writing), citizenship, and high school equivalency preparation (GED®, WorkKeys, Accuplacer).

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- Deliver engaging, standards-based lessons in-person or virtually that are responsive to student needs and interests.
- Design and implement individualized learning plans and SMART goals with learners.
- Maintain an inclusive, culturally responsive learning environment.
- Use formative and summative assessments to monitor progress and inform instruction.
- Integrate employability, digital, and career-readiness skills into daily instruction.
- Maintain accurate student records and progress reports as required by Aspire and state guidelines.
- Support learners in navigating post-secondary transitions and workforce pathways.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records and progress reports as required by law, state Aspire policy, and state guidelines
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff and local committees as required.
- Participates in local, state, and national PDs.
- Applies knowledge of current research and theory based on Aspire objectives.
- Establishes and maintains effective working relationships with students, peers, and administrative staff.
- Speaks clearly and concisely in written and oral communications.
- Performs duties with awareness of state, Aspire, district requirements, and Mid-Ohio ESCs board policies and follows administrative guidelines and procedures.
- Utilizes excellent organizational and time management skills.
- Utilizes excellent written communication skills with students and all persons within the district and the Aspire community.
- Demonstrates experience and proficiency in the use of technology.
- Displays excellent verbal (including listening) and non-verbal communication skills.
- Demonstrates ability to work independently and productively.
- Supports the vision and mission of Aspire in all efforts.
- Completes annual mandatory training
- Participate in professional development at the local, state, and national levels as it relates to the position
- Other duties as assigned by the Director of the Aspire Program (Mansfield), Superintendent, or his/her designee

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Seeks to be a leader in technology integration
- Proficient in office procedures and protocol
- Excellent verbal and written communication skills
- Ability to perform and solve difficult, complex tasks independently and accurately with critical attention to detail and priority
- Maintains an acceptable attendance record and is punctual
- Multitasking abilities, organizes tasks and manages time effectively
- Must be highly organized, have attention for detail, and manages time effectively
- Strong interpersonal skills and ability to relate well with team member
- Uses diplomacy and exercises self-control when dealing with other individuals
- Displaying patience, flexibility, and respect for all individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Ability to work with adult students and staff.
- Proficient computer training in Microsoft office and Google Suite
- Ability to organize and work with diverse people.
- Handle confidential and sensitive information with discretion.
- Answer and direct phone calls and respond to emails and inquiries in a timely manner.
- Ability to work independently and stay on task
- Must be customer service oriented and have the ability to work with the public
- Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a moral responsibility to help instill in students the belief in and practice of ethical principles and democratic values
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS/PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to drive an automobile.
- Ability to travel freely throughout Ashland, Crawford, and Richland counties.
- Ability to lift, carry, or move equipment or supplies weighing up to thirty pounds.

- Instruction may be held during daytime or evening hours.
- Ability to manage balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms
- Ability to communicate effectively using language and writing skills.
- Ability to participate in and facilitate the exchange of ideas leading to a group consensus.
- Ability to react productively to frequent interruptions and changing conditions.
- Ability to accurately discern detail in written, statistical, and tabular materials.
- Ability to analyze data and present alternative actions and solutions.
- Ability to set priorities, organize and complete duties efficiently without supervision.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students, and the public.
- Responsibility for the safety or well-being of other people.
- Operate standard office equipment including computers, word processing, spreadsheets and communication software.
- This job is performed in a generally clean and healthy environment.

EVALUATION

Performance of this job will be evaluated by the Director of the Aspire Program (Mansfield) or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.

Board approval on 5/21/2025