

ESL Job Descriptions

ESL Job title	ESL Job description
Teacher	<p>Teaches English to adult immigrant community.</p> <ul style="list-style-type: none"> ❖ Skills: No second language or prior teaching experience needed. Required: communication, organization and speaking skills. ❖ Time: One night (Wed or Thurs) 645pm-915pm class time. Lesson Plan preparation time is at teacher's discretion. Class schedule is 10 weeks with last Thursday class a family dinner. Note: when Loudoun schools are closed ESL is closed. ❖ Duties: Curriculum books for each class are available. Develop lesson plans with Curriculum Coordinator. Coordinate class lesson plan with assistant working with you. Coordinate semester objectives with the other teacher of that level. Works to ensure students feel part of the class community.
Teacher Assistant	<p>Assists in teaching both in full size class and in breakout groups.</p> <ul style="list-style-type: none"> ❖ Skills: No second language or prior teaching experience needed. Required: communication, organization and speaking skills ❖ Time: One night (Wed or Thurs) 645pm-915pm class time. Lesson Plan preparation time is at teacher's discretion. Class schedule is 10 weeks with last Thursday class a family dinner. Note: when Loudoun schools are closed ESL is closed ❖ Duties: Coordinate with teacher on use of curriculum books, Curriculum Coordinator suggestions or developing own lesson plans. Works to ensure students feel part of the class community.
Substitute Teacher	<p>Is available to fill-in for teachers who are unavailable to teach on occasion.</p> <p>Teaches English to adult immigrant community.</p> <ul style="list-style-type: none"> ❖ Skills: No second language or prior teaching experience needed. Required: communication, organization and speaking skills. ❖ Time: One night (Wed or Thurs) 645pm-915pm class time. Lesson Plan preparation time is at teacher's discretion. ❖ Duties: Curriculum books for each class are available. Develop lesson plans with Curriculum Coordinator. Coordinate class lesson plan with assistant working with you. Coordinate semester objectives with the other teacher of that level.
Hospitality	<p>Sets up coffee, drinks, puts out food, welcomes students to break, cleans up. Time commitment is usually 700pm-830pm</p>

	<ul style="list-style-type: none"> ❖ Skills: If you don't live with your Mother anymore, you have the skills. Snacks are provided by a local grocer and delivered by a Circle of Care group. Serving items are available in the kitchen. You will break down the snacks into "finger foods" (maximizing when needed) on the kitchen counter. Prepare lemonade, water pitcher, coffee for the table in the Fellowship area. Afterwards, cleanup from the refreshments. ❖ Time: Break is at 8pm to 820pm. You can determine how long set up is, but initially plan on 715pm-845pm. It usually becomes less than that as you get your own system in place. Classes are 10 weeks. Note: when Loudoun schools are closed ESL is closed. ❖ Duties: distribute snacks and clean up after
<p>Student Recruitment through Publicity</p>	<p>Does a variety of activities focused on getting the word out to our potential student population.</p> <ul style="list-style-type: none"> ❖ Skills: Drivers license, people skills, phone skills, communication skills, computer access (preferred but not required) ❖ Time: 100% prior to the semester start and should begin 45 days prior to semester start. Hours are self-defined, but coordinated with others involved. Mixture of time at home, CUMC and on sites within the community. ❖ Duties: <ul style="list-style-type: none"> ▪ Updates flyer to reflect the proper dates and information for the upcoming semester in English and Spanish (you do not need Spanish, assistance is available to help with word the flyer in Spanish). Updates/identifies a list of local community establishments. Coordinates with identified CUMC personnel to have copies of flyers made or makes copies at CUMC. Places or recruits help to place flyers at these establishments 4 weeks prior to semester start.(also be sure Pat at the CUMC front desk has supply for walk ins) ▪ Reviews address list for Business Outreach letter and deletes any that came back as undeliverable from previous mailing. Deletes any others known to be gone from personal knowledge. Reviews current local Ashburn business directory to identify new addresses that should be added and updates list. Acquire current business list from Loudoun Chamber of Commerce-contact on file) Identifies work groups (hospitality industry, landscaping, moving companies to name a few) in surrounding communities ie: Sterling and contacts these companies in person or by phone, mail or email. Coordinates with identified CUMC personnel to update and print Business letter and address labels as well as provide envelopes. Recruit help or stuff the 300-400 envelopes for mailing 3-4 weeks prior to semester start as they are mailed non-profit bulk which takes 10-15 business days to arrive in-home. ▪ Coordinates updates for banner with identified CUMC

	<p>personnel and have banner hung at church 4 weeks prior to registration. (research low cost signage to display 4 weeks prior to class, perhaps a staked sign. Banner hung 2 weeks prior to class. Unfortunately the dual signage is the result of ongoing theft of the sign)</p> <ul style="list-style-type: none"> ▪ Create/update list of local English papers as well as local foreign papers (Spanish/Korean/etc) and their PR rep contact information. Provide this information to ESL District and CUMC. Coordinate to ensure ads are requested in local papers for CUMC program. Verify when ESL District publicity is going out and to whom. ▪ Verify if CUMC communication staff is sending press releases to area papers. If not, advise ESL Coordinator (we may duplicate in some cases what district has distributed as press releases are not guaranteed to be published and by both District and CUMC sending them out we can maximize publication opportunities).
<p>Computer database support</p>	<p>This position is key to tracking and documenting the registration and demographic of the ESL student population.</p> <ul style="list-style-type: none"> ❖ Skills: Excel spreadsheets, email and communications skills ❖ Time: Flexible hours can use combination of CUMC and home office. <ul style="list-style-type: none"> ➢ Pre-semester meet with coordinators to set up registration template, attendance sheets, and student demographic stats ➢ registration night input registration information and test results, create attendance sheets <ul style="list-style-type: none"> ◆ send registration night data to Terri within 48 hours • update spreadsheet weekly throughout the semester requires picking up student tests at CUMC • after 3rd week of classes provide a report of demographic info to Terri and Karleen • Upon request provide ESL District compliant demographic information • Provide Karleen and Terri the final version of the student database by the last day of ESL class • Confirms with teachers the correct spelling of student names and their class assignment by 4th week of semester (used for certificate issuance)
<p>Librarian/curriculum</p>	<p>Assists with materials purchase (periodically), bi-annual inventory and materials sign-out</p> <ul style="list-style-type: none"> ❖ Skills: Word, Excel spreadsheets, Web research, creativity, ability to work with minimal supervision, email and communications skills ❖ Time: Flexible hours can use combination of CUMC and home office. ❖ Duties:

	<ul style="list-style-type: none"> ▪ Maintain ESL book inventory usually twice yearly. <ul style="list-style-type: none"> ➤ develop some sort of check out system for teachers for their books to track what books they have. ▪ Work with Terri/Karleen and teachers to define any new books needed/wanted for upcoming semesters and coordinate book orders with ESL District early enough to have books in time for semester start. ▪ Develop curriculum questionnaire to solicit teacher input on curriculum opinions to generate open needs. <ul style="list-style-type: none"> ➤ work to find solutions to fill needs on newly generated list ➤ solicit help from ESL District, the web, public school ESL teachers? for advice whoever may help to create/fill the curriculum voids ▪ Create games or other activities that might be beneficial for classes to use as alternative teaching methods. ▪ Create variety of “first night” ice breakers for multi level classes. ▪ Work with CUMC on availability of tv/vcr/dvd or cd player as needed for teachers who want to use them in classroom. ▪ Become the champion of storage space, do we need more, can it be better utilized/organized ▪ For Fall 08 and Spring 09 semesters contact teachers 4 weeks before the semester to ask about workbooks they think might be beneficial for their students as consumable curriculum for the semester. Define consumable workbooks for all class levels and order based on Fall 07 class sizes. Work with ESL District to ensure order is completed prior to semester start, where possible. ▪ Creates folder inserts with CUMC ESL policy and semester calendar (any additional student info), stuffs folder and has ready for registration night.
<p>Soft Student Needs</p>	<p>Provides a for variety of student needs throughout the semester on an as needed basis as well as proactively brings quality information to the student population to better help them integrate into their communities.</p> <ul style="list-style-type: none"> ❖ Skills: Big heart, compassion, some computer skills, ability to drive to a few places ❖ Time: Weekly during class one night or the other, though not necessarily the whole class time, plus some outside time ❖ Duties: <ul style="list-style-type: none"> ➤ Is present as a resource to student who may be in need of support or pray. In past semesters this has presented itself in many ways, if interested in this position, please inquire. ➤ Researches/brainstorms resources of value to our students such as Loudoun county community services booklets and appropriates enough copies for each student to have one, writes

	<p>up an instruction set for the teacher to present or goes room to room and presents to classes.</p> <ul style="list-style-type: none"> ➤ Is available to pray for volunteers and/or any students who would like/are in need of prayer. ➤ Works to bridge the faith based mission of CUMC to support a non-denominational program such as ESL.
<p>Childcare Coordinator</p>	<p>Oversees all of the needs of the childcare program for ESL nights. Involves the principals as needed for help.</p> <ul style="list-style-type: none"> ❖ Skills: Supervisory, ability to motivate staff, good communications skills, good with children ❖ Time: Flexible hours use combination of CUMC and home office. ❖ Duties: <ul style="list-style-type: none"> ➤ Recruits, hires, schedules and supervises childcare staff and volunteers. ➤ Trains childcare staff and volunteers in safety, discipline, and procedural policies of CUMC. ➤ Ensures appropriate adult/child ratio in all classrooms, and helps to supervise children when not enough staff or volunteers are present to meet ratio requirements ➤ Maintains supplies, snacks and classrooms for children of students and teachers. ➤ Maintains log sheet to report numbers of children and workers each program night. ➤ Maintains staff time sheets and follows payroll routines. ➤ At end of program semester, completes Total Hours Report. ➤ Reports to Principal, and also to Children and Family Ministries Lead.
<p>Childcare worker</p>	<p>Is a volunteer or paid childcare provider during the ESL program.</p> <ul style="list-style-type: none"> ❖ Skills: Ability to interact with children, patience, calm ❖ Time: Two hours plus Wed or Thurs evenings ❖ Duties <ul style="list-style-type: none"> ➤ Interact and supervises children of students and teachers as well as resolve conflicts between children. ➤ Maintains cleanliness of classrooms. ➤ Follows all safety, discipline, and procedural policies of CUMC. ➤ On any given evening should there be an event that is out of their control their first line of escalation is Childcare Coordinator, if they are not on-site, then the ESL Principal/Coordinator is the 2nd level of escalation for help.
<p>End of Semester Celebration</p>	<p>Coordinates in its entirety the ESL end of semester class celebration.</p> <ul style="list-style-type: none"> ❖ Duties <ul style="list-style-type: none"> ➤ Two-weeks prior to end of semester come to class to

	<p>secure/invite participant attendance both volunteer and student (include childcare, custodial/levite, CUMC liaison team and their food donation list. Will church communications team attend to take photos?</p> <ul style="list-style-type: none"> ➤ Three-weeks prior to end of semester come to class to work with teachers on completing lists of students with correct spelling of their names for certificates. Review the volunteer list to confirm the teacher/assistant names are correctly spelled. ➤ Two-weeks prior to the end of the semester certificate generation should begin (this may be completed by a CUMC staff member, or you will be given a template to work with and certificate paper) ➤ One-week prior to the end of the semester work with the teachers to review the certificates to ensure correct spelling of certificates and revise any errors as well as add any new certificates requested by teachers. ➤ Complete CUMC event notice at the beginning of the semester ➤ Request use of tablecloths, flatware, paper products and donation of cake and lemonade and coffee from CUMC ➤ Following duties to be assigned to volunteers the night of the celebration: <ul style="list-style-type: none"> • confirm room set up complete • two or three people for food designation placards and placement of serving spoons, etc • two or three people for name tags • confirm if Cathy, Dave or Jim will be attending to give the benediction • secure the church camera for photos • assign several people to help clear buffet table and dinner tables • assign four people to do dishes
<p>Harris Teeter Coordination</p>	<p>Manages the relationship with Harris Teeter to ensure smooth interaction for food donation.</p> <ul style="list-style-type: none"> ❖ Contacts Harris Teeter prior to the semester start to verify current donation sponsor ❖ Notifies them of the ESL semester dates ❖ Arranges for pick up/drop off of food donation ❖ Notifies hospitality or ESL coordinator when there is either sparse or no food donation on a particular day so other arrangements can be made. ❖ Coordinate thank you letter from ESL and CUMC to contact at Harris Teeter
<p>Levites</p>	<p>Manages the set up and tear down of classrooms for ESL classes, events and meetings. Is notified of classes, events and meetings through CUMC event planning form.</p> <p>Periodically update levites on class size so adequate chairs are set up. Students are to rack the chairs at the end of each class unless advised by levite team or Coordinator.</p>

	<ul style="list-style-type: none"> ❖ Skills: able to set up tables and chairs and quad walls (training will be given on these procedures) ❖ Time: set up 6pm-7pm. Breakdown 9pm-945pm ❖ Duties: 3 quad rooms are set up with usually 3 tables and chairs per room. 4 class rooms are set up with 3 tables and chairs per room. One table in the food quad. ❖ Note: on registration night set up is different with 3 tables in front hall and many chairs set up around the hall. All four quads are set up with 4 tables and chairs. Time is same as above. ❖ Also note: when Loudoun schools are closed ESL is closed.
<p>Registration Night</p>	<p>Plans and executes the needs for registration night, including volunteers as well as testing needs and space allocation.</p> <ul style="list-style-type: none"> ❖ Duties <ul style="list-style-type: none"> ➤ Ensure event form has been written up and accepted to reserve space at CUMC ➤ Coordinates the space set ups for both the Narthex and Fellowship Halls ➤ Prepares copies of test forms (number of copies TBA by Terri or Karleen) and answer sheets ➤ Ensures there are 100 sharpened pencils ➤ Requests \$200 in \$5.00 bills from Beth Thomas and that a cash box will come with change ➤ Locates 3x5 index numbering cards for registration process and makes sure there is a set of numbers at least 1 – 50 and 2 of each number. ➤ Distribute student folder ➤ Ensures the Front desk is supplied: blank tablet, change box, calculator, scrap paper, extra pencils, registration forms in multi-languages ➤ Assigns volunteers to each testing station (including test checking and database entry) and ensures the volunteers are trained in their particular area. ➤ At end of evening write up deposit slip/envelope with total of deposit for monies taken in, reserving out the \$200 in change to continue using
<p>New Volunteer Recruitment</p>	<ul style="list-style-type: none"> ❖ Skills: organization, communication, salesmanship ❖ Time: flexible and undetermined depending on needs of the semester. Recruitment is done prior to semester and preferred to be completed before district classes are offered which is usually 4-6 weeks prior to semester beginning. ❖ Duties: Outreach to fellow CUMC members, community or other groups to recruit volunteers for any of the positions outlined in this document. Coordinate with ESL coordinators or current staffing needs. Document activities to add to this

	<p>manual as helpful tips for future recruiters.</p>
<p>Student Attrition</p>	<p>Work with past methods for trying to keep students coming back and creatively to enhance the program for nurturing student retention versus attrition.</p> <ul style="list-style-type: none"> ❖ Skills: Creativity, ability to work with minimal supervision, email and communications skills, unknown others ❖ Time: Flexible hours can use combination of CUMC and home office. ❖ Duties: <ul style="list-style-type: none"> ▪ Twice during the semester about 4 weeks into and 6 weeks into the semester come to ESL class, review attendance sheets, and identify students that have missed 3 classes in a row. Cross-reference these students with the student database, write a We Miss you Postcard to them, address it and have CUMC (Pat Traylor) mail them. ▪ Follow up with teachers on using the First Night of Class posters that are the Class Communities Posters to be sure they are creating a sense of belonging for the students. ▪ Brainstorm other ways of keeping the students in class!!! Attendance stats drops
<p>Teacher Boxes/Supplies</p>	<p>Manages the inventory of all supplies including teaching supplies as well as hospitality supplies.</p> <ul style="list-style-type: none"> ❖ Skills: Communications skills, inventory skills, ability to lift ~15 lbs ❖ Time: Flexible, mostly prior to semester start at CUMC. ❖ Duties: <ul style="list-style-type: none"> ▪ Develop a teacher supply set which should include those items needed in a classroom (dry erase markers and eraser, name tags and permanent markers separated from dry erase markers, etc) ▪ Develop a hospitality supply list which should include those items that come out of the ESL budget (coffee, lemonade, etc) ▪ Prior to semester start clean out teacher boxes of any out of date materials. Return books and other resource materials to where they belong. Ensure each box has a 'supply set.' ▪ Order what supplies are needed to complete the teachers boxes the requests go to Pat Traylor at CUMC for these needs. Supplies should be ordered with enough lead time to be on-site for first night of class. ▪ Inventory coffee and lemonade on-hand and check with Linda Wilcox and Karen Pitts to estimate consumption rates to decide on re-order necessity. ▪ Check the status of and number of flip charts prior to semester start. How many are white boards, how many can have pads of paper. Ensure we have 6 working white boards. If not, order white boards to fill out to 6 working boards.
<p>Cornelius Corp</p>	<p>Attends the monthly Cornelius Corp meeting, provides a wrap up email to Terri and Karleen. Provides heads up on any meeting where budget might be disseminated.</p>

	<ul style="list-style-type: none"> ❖ Skills: Communication and written ❖ Time: Group meets once a month 7pm-9pm. There may be some reading to do prior to the meeting and on occasion you will need to get information from the ESL coordinator ❖ Duties: represents ESL in the group which is comprised of all the missions of CUMC. Additionally the group is designed to support, inspire and enlighten each other.
<p>Summer Session Management</p>	<p>Provides complete turn-key organization of the Summer ESL conversation session.</p> <ul style="list-style-type: none"> ❖ Skills: organization, communication ❖ Time: summer session is one night a week, usually Wed and only from 7pm-830p. No snacks or childcare is provided. 10 week program ❖ Duties: this session was requested by the students to continue their English language growth but is devoted totally to speaking only (only 2 levels are offered low/high). Develop a list of topics for both very low skilled and high skilled speaking levels. Maintain teacher assignment list. Recruit substitute is necessary or combine classes if required. <p>Summer class is to stimulate conversation.</p>
<p>First Class Night Needs</p>	<ul style="list-style-type: none"> ❖ Skills: organization, communication, computer word/excel ❖ Time: flexible. Supplies must be completed by orientation meeting which is the night before registration. ❖ Duties: check teacher boxes that each have minimum supplies (list provided each semester), check laminated signage signs are in tact (if replacements needed contact CUMC communication staff and ESL coordinators), ensure extra student folders available for new registrations, ensure test/registration supply available, pencils sharpened, verify grocery food service established (store commitment and circle of care designated for pick up), create snack/food back up plan
<p>Principal/Coordinator</p>	<p>Oversees operations on Wednesday or Thursday night. Coordinates all activities including liaison with CUMC and District ESL.</p> <ul style="list-style-type: none"> ❖ Skills: Organization, communication ❖ Time: 645pm-915pm. Usually there is advance notice that a coordinator will not be available rarely is it only a day notice. ❖ Duties: Checks that all rooms are set up, ESL closet unlocked, signage displayed, food delivered in kitchen (if not there is usually popcorn available or you may run to Giant to pick up a few snacks—turn in receipt for reimbursement), occasionally a teacher will ask you to photocopy a lesson, greets students/teachers either at the beginning, during break or during exit, reminds teachers to rack chairs, bring chair rack into food

	quad after break, ensure chairs are stored (Herman and Angie assist), follow up with any info to the Coordinators
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