



OPPORTUNITIES IN



THE ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL

NOTICE OF VACANCY

ESL TEACHER ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

The **ESL Teacher** prepares and delivers classroom instruction in the English as a Second Language, Adult Basic Education (ABE)/General Education Diploma (GED) Program and the related High School Equivalency (HSE) test. This class works within a general outline of work to be performed, develops work methods and delivery sequences, and is under the general supervision of the Education Director.

The ESL/ABE Teacher will provide effective instruction to assigned students to include, but not limited to the following:

- Maintains students' files and records.
- Develops Individual Learning Plans for all assigned student.
- Prepares and executes daily instructional plans.
- Supervises inmate tutors and class volunteers within the ESL/ABE classroom.
- Attends and actively participates in meetings and trainings pertinent to position.
- Administers standardized testing as scheduled and assigned.
- Adheres to all institutional policy and procedures as set forth by ACRJ, to include compliance with work schedules and timekeeping requirements.

QUALIFICATIONS: Requires one to three years of ESL teaching. Teaching in adult corrections setting preferred but not required. Requires light work that involves walking or standing much of the time.

SPECIAL CERTIFICATIONS AND LICENSES: Valid VA state driver's license. Hold, or be eligible for, Commonwealth of Virginia with certification /licensure in English as a Second Language (ESL), Adult Education, Math, Science, Social Studies, English, Special Education or related relevant endorsement.

EDUCATION: Requires undergraduate and or Master's degree from an accredited college or university in a teach discipline or educational graduate level coursework with specialization in English as a Second Language (ESL), adult education or relevant post-secondary education field including but not limited to Math, Science, Social Studies, English, Special Education or English as a Second Language (ESL).

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

SALARY: Full time position commensurate with experience.

DEADLINE FOR APPLICATIONS: Until filled **APPLY:** Go to www.acrj.org and click on application

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.