



Latin American  
Association

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Human Resources  
Revised 09/2020

**About LAA:** The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment and other opportunities that lead to improved economic stability and quality of life. Our 44 year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 55,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs and supports to help them fully and successfully integrate into the community. Our focus areas & programs include Family Well Being; Economic Empowerment; Immigration Legal Services; Youth Education and Advocacy.

**Job Title:** ESL Instructor (ONLINE)  
**Department:** Economic Empowerment  
**Reports to:** Adult Education Manager  
**Status:** Part-Time / Contractor  
**Location:** Atlanta Office – Remote

#### **Job Description:**

We are looking for an experienced ESL instructor to deliver online English classes to adult learners. Classes are twice a week (Monday/Wednesday or Tuesday/Thursday) from 6:30-8:00pm or on Saturdays (9:30am-11:30am or 2:00pm-4:00pm).

#### **Duties and Responsibilities:**

- Prepare class lessons based on provided curriculum
- Maintain timely and accurate student records
- Evaluate students' progress on a regular basis through tests, quizzes, observation, and other means
- Assist in placement testing when necessary
- Maintain knowledge about current trends in the field by attending staff meetings and teacher workshops
- Comply with all organizational, departmental and program guidelines, policies, and procedures.

#### **Qualifications:**

- Bachelor of Arts in Education or Master of Arts in Applied Linguistics and ESL, or related field
- Teaching certification in TESOL
- At least 3 years of relevant experience with adult learners
- Experience delivering classes online (Zoom, Google Meet, Google Suite)
- Basic computer skills (Internet, E-mail, word processing)
- Strong commitment to students and to providing high quality instruction
- Strong interpersonal skills



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- Flexibility, creativity and reliability
- Good organizational skills
- Bilingual (English/Spanish) preferred but not required
- Sensitivity to and interest in the Latino community

**Compensation:**

Compensation commensurate with experience and background.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Application Procedure:**

Send resume and cover letter to Caitlin Webb at [cwebb@thelaa.org](mailto:cwebb@thelaa.org)

*Note: Due to high volume of applicants, only those who meet the requirements will be contacted.*

Learn more about the LAA at [www.thelaa.org](http://www.thelaa.org)

Facebook: [www.facebook.com/LAAatlanta](https://www.facebook.com/LAAatlanta)

Twitter: [www.twitter.com/TheLAA](https://www.twitter.com/TheLAA)