



Part-time ELL Instructor for Winter 2025

Contract Summary:

Oakland Literacy Council, a nonprofit in Oakland County, seeks to hire an adult English Language Instructor for a 14-week pilot Integrated Education and Training Program in Manufacturing on a contract basis for the first quarter of 2025.

This program will prepare adult immigrants with intermediate level skills or above to become Certified Manufacturing Associates and secure in-demand jobs in manufacturing facilities throughout Oakland County. The program is a collaboration between Oakland Literacy Council and Oakland Community College's Economic Workforce Development Department.

Responsibilities:

- Teach a cohort of 10 adult learners in person;
- Teach vocabulary, conversation, and workplace soft skills contextualized for the manufacturing environment;
- Teach for 14 weeks at Oakland Community College's Auburn Hills campus:
 - Weeks 1-3, teach 4 hours/day twice a week
 - Weeks 4-14, teach 4 hours/day once a week
 - Teaching hours might be in evening, 5-9 pm
- Work as part of a team that includes a manufacturing instructor from Oakland Community College and a program coordinator at Oakland Literacy Council;
- Modify draft curriculum as needed;
- Hold weekly office hour and weekly collaboration calls with OCC instructor;
- Participate in pilot program evaluation upon completion.

You will be a good fit for this position if you:

- Hold a certification or degree in TESOL
- Have prior classroom teaching experience
- Enjoy launching new programs
- Believe in the potential of manufacturing jobs to lift immigrants out of poverty
- Can work independently as well as part of a team.

Note: This is a grant-funded position with a \$5000 stipend. We hope the pilot program will succeed and will become a biannual offering to the community.

Interested candidates should submit a cover letter, a resume and their availability to Laurie Weeks, program director at Oakland Literacy Council at laurie.w@oaklandliteracy.com.



The Oakland Literacy Council provides basic reading, math, digital literacy, and English language instruction to adults to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.