



Evening of English Instructor

Reports to: Shannon O'Leary, International Services Librarian

The Novi Public Library is seeking a dynamic and experienced English language instructor to lead our Evening of English program. This engaging program supports adult English language learners of all levels by helping them improve their conversation skills and build confidence in speaking.

The program meets every other week during the academic year (September through May), and each session lasts 1.5 hours.

The ideal instructor is passionate about teaching English, skilled at facilitating group discussions, and committed to creating a welcoming, interactive learning environment. Responsibilities include preparing lesson plans for each session and leading guided conversations that support learners at varying proficiency levels.

Primary Duties & Responsibilities:

1. Lead engaging group sessions focused on developing English conversation skills.
2. Prepare and distribute discussion materials, including handouts and questions based on a selected topic.
3. Create a welcoming, inclusive environment that encourages participation and supports learners at varying proficiency levels.
4. Facilitate meaningful conversations that enhance language comprehension, speaking confidence, and cultural awareness.
5. Use a variety of instructional strategies and materials—such as reading passages, multimedia content, and real-life scenarios—to enrich the learning experience
6. Monitor participant engagement and adapt session content to meet the evolving needs and interests of the group.

Required Qualifications:

1. Active TOEFL or TEFL Certification OR 2 years of prior ESL/ESOL/ELL/ELD teaching experience OR 2 years of prior adult education experience
2. Excellent command of the English language, with a strong emphasis on spoken

- and written English
3. Enthusiastic, positive, friendly, self-motivated, creative and approachable
 4. Strong organizational skills and attention to detail
 5. Proficient in MS Office, Google Suite, and other computer related technology
 6. Excellent verbal, written and interpersonal communication skills
 7. Values diversity in the community

Presentation Environment:

May be required to: sit, stand, bend, and/or walk for extended periods of time; carry books and use a computer and overhead projector.

Hours: This is a nine-month engagement, running from September 2025 through May 2026. The program meets once every other week for approximately 1.5 hours per session. Sessions will be scheduled on weekday evenings, based on the availability of the selected instructor. No weekend availability is required.

Program Compensation: \$25 per hour

Application: Applicants must fill out all appropriate paperwork and pass a background check in order to be considered for the position. Please submit a resume and cover letter detailing why you should be considered to Shannon O'Leary at soleary@novilibrary.org.

Application Deadline: June 20, 2025