Elena Farrow

Adult ESL Instructor · Workplace English

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Summary

Teaches English to adult learners preparing for work and community participation. Designs practical speaking tasks, monitors progress with rubrics and adapts lessons for rolling enrollment and mixed attendance.

Skills

Adult ESL instruction · Practical assessment · Lesson design · Multilevel instruction · Accessible course materials

Projects

Workplace speaking sequence

2024

Co-designed a shift handover role-play with two colleagues. Built examples at three difficulty levels and reviewed the rubric against learner recordings.

Experience

Adult ESL Instructor

Brookwillow Learning Cooperative | 2021-08 – Present

- Taught two evening groups using scenarios from work, transport and appointments. Used early assessment results to place learners in pairs for supported practice.
- Collected 18 paired assessments using the same spoken-task rubric. The number meeting the target rose from 9 to 15 learners between intake and the final week.
- Created an independent starter lesson for rolling enrollment. It let new learners join a group before the next full teaching unit.
- Reviewed attendance and task evidence with the program lead. Used short audio prompts where written homework disadvantaged learners with emerging literacy.

Adult Education Teaching Assistant

Clearfield Skills Center | 2017-09 – 2021-07

- Led small-group conversation practice and tracked learner goals between tutor reviews.
- Prepared captioned lesson materials and supported learners using classroom tablets.

Languages

English · Spanish

Education

MA Teaching English to Speakers of Other Languages

Hawkridge Graduate College | 2020