

JENNIFER AUSTGEN

JENNIFERLYNNAUSTGEN@GMAIL.COM

708-822-1047

DISTRICT ELL INSTRUCTOR AND TEST ADMINISTRATOR

Adjunct ELA instructor at community colleges • Private tutor • Teaching experience in public and private settings • Experience directing year-round programs and events for youth • Director of Summer programs for 120 + children with 60 + volunteer staff • Public speaking • Residential Coordinator for international students • Experience teaching 14 years in Japan for a non-profit

teaching and public speaking
budget management and fund raising
staff coordinating, training, and development

curriculum development
student and parent relations
events and program coordinator

PROFESSIONAL EXPERIENCE

MAUSD Multilingual Learner Specialist K-12 , Starksboro, VT	2022– present
Children’s Director for Hinsdale Methodist , Hinsdale, IL	2014- 2021
Adjunct ESL Instructor, College of DuPage , Glen Ellyn, IL * Lecturer 2017	2015- 2021
Adjunct ESL Instructor, Prairie State College , Chicago Heights, IL	2014 -2018
Residential Coordinator for International students, Gphomestay , Lombard, IL	2015–2016
IEP, AEP, and HIP Instructor, Computer Systems Institute , Lombard, IL	2013–2015
Cultural Instructor and English teacher, T.E.A.M. , Japan	1988– 2003

Other teaching experiences include:

- * University of Wisconsin English 10 day *Introduction to American Culture* teaching staff for foreign high school students doing a yearly exchange program
- * Substitute teaching for District 102 and 105 , Chicago , IL
- * Brother Rice High School ELL Long term substitute, Chicago, IL
- * English Conversation Camps in Czech Republic, Japan, and teaching refugees in Greece.

Notable achievements:

- **Created a curriculum**, hired and trained volunteers, **directed an intensive English weekend program** for Japanese teenage students.
- **Developed and trained a pool of workers** for a growing community program.
- **Directed a week long program for 120+ kids, and managed 60+ volunteers**
- Served as a Japanese **language school board chairman** - four year term.
- Revived an outdoor education summer program for kids in rural Japan
- **Volunteered at schools and hospitals** with my certified therapy dog.

EDUCATION

Master of Arts, TESOL , High Honors, 1997 • Wheaton College, Wheaton, IL
Bachelor of Science, Education, Honors, 1985 • Calvary University, Kansas City, MO

TECHNOLOGY SKILLS

Proficient in Excel, Word, Powerpoint, Windows, and Apple operating systems.