

## **Position Title: Adult Evening ESL Instructor**

**Reports to:** Director of ESL Programs

**Location:** Lower and Central Bucks County

**Status:** Ancillary staff, paid for time worked

**Schedule:** 2 evenings per week; 7.5 hours per week

### **Job Details**

#### **Summary of job:**

The ancillary ESL teacher is responsible for providing quality instruction to English as a Second Language adults who are seeking to improve their language skills for employment, achieving citizenship skills, helping children in school, and preparing for post secondary education and training.

Instructional focus is based on learning objectives found in the College and Career Readiness (CCRS) and English Language Proficiency (ELPS) Standards.

For specific details regarding CCRS and ELPS learning objectives, see the following:

- CCRS: <http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>
- ELPS <https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf>

**Instructional Model:** Classes are in-person. The fall term runs from mid. September to December, for approximately 13 weeks. The Winter-Spring term runs from early January until late May for approximately 21 weeks. Each class meets two evenings per week (Mondays & Wednesdays in Warminster or Tuesdays & Thursdays in Bensalem/ Fairless Hills).

#### **Salary:**

This employment classification is designated as ancillary employee, being paid for hours worked. Working hours include direct instruction, lesson preparation, professional development and staff meetings. Teachers are compensated for 7 hours of work each week, which includes 2 hours of prep time and 5 hours of instruction. They are expected to arrive at their teaching site at 6:00pm for initial class preparation. Instructional time is from 6:30 to 9:00 PM. Teachers schedule their second hour of prep at their convenience. Compensation is \$29 per hour.

**Responsibilities:**

- Participates in student orientation and registration each term,
- Writes lesson plans addressing mandated state standards (College and Career Readiness and English Language Proficiency Standards), Digital Literacy and Transferable Skills.
- Uploads lesson plans in Vita's google drive weekly.
- Sets up and maintains a Google Classroom
- Assesses student progress using formative and summative assessments and adjusts instruction and pace accordingly,
- Monitors students' progress on required Supplemental Distance Learning (SDL) to extend learning,
- Teaches remotely when needed,
- Submits student attendance biweekly, SDL reports, and other paperwork as required by State guidelines,
- Collaborates with student support staff to address student barriers to learning and monitors student progress in meeting goals throughout the program year,
- Satisfactorily completes all trainings and professional development activities approved by Vita,
- Willingness to work with a volunteer classroom aide to support learners' needs,
- Complies with Vita's Employment Policy Manual and COVID Safety Plan,
- Executes other responsibilities as assigned.

**Qualifications:**

- Bachelor's degree in education,
- Experience teaching ESL, preferably to adults or young adults,
- Competency using teaching technology, Microsoft Office, and Google applications,
- Completion of certification/training in CASAS testing systems,
- Ability to lift and move computers and materials to and from class sites,
- Strong organizational skills and ability to pay close attention to detail,
- Effective written and oral communication skills,
- Maturity and sensitivity in dealing with a diverse student populations,
- PA child abuse, criminal, and FBI clearances within one year of hire date.

**To Apply:**

Submit the following to the Program Director Karina Wegelius

[kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org)

- Cover letter
- Resume
- 2 references
- A 2.5 hour lesson plan for adult students. The plan should include the target students (ESL), instructional level, objectives, materials, and methods. Teachers may submit a lesson plan they have written and used.