HIAS Pennsylvania Mission
Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

Job Title: Adult ESL Instructor
Supervisor: Adult Education Lead Instructor
Time Commitment: Part-time, contract

General Description: The Adult ESL Instructor will collaborate with the Adult Education Lead Instructor to implement curricula for newly arrived adult refugee English language learners. The instructor will be responsible for implementing these curricula on site (at HIAS PA) with the help of participating volunteers, if any. The overall goals of the program are as follows:

- Learners will be able to produce and understand the basic oral and written English language needed for successfully navigating their new communities in Philadelphia;
- Students will gain confidence as language users;
- Students will acquire strategies for learning language outside the classroom;
- Students will develop a sense of community with each other and their instructors.

Summary of Responsibilities
The Instructor will:
- Teach ESL classes to adult learners at various levels of proficiency in alignment with the set curricula.*Note that if the COVID crisis continues and restrictions are still in place at the time of the start date, teaching would happen remotely.*
- Lead classes in a manner consistent with the preferred methodologies and trauma-informed practices utilized by the HIAS PA Education Team.
- Organize classroom supplies, prepare lesson materials, and implement lessons.
- Assess learning needs of refugee adults and manage instruction to meet these needs.
- Ensure that activities are modified according to students’ English language proficiency.
- Assist Education Team in providing training to volunteers.
- Coordinate volunteers on site as they help to lead ESL activities.
- Maintain attendance records.
- Conduct all services in a culturally appropriate manner.
- Adhere to all HIAS PA agency policies.

Time Commitment: Total anticipated time commitment is 12 hours per week beginning Tuesday, May 19th 2020.
- Adult ESL: 11 hours per week. Adult ESL classes will operate at HIAS PA 3 days per week (T, W, Th), 2 hours per class. Includes 6 hours of on-site instruction and 5 hours of planning.
- 1 hour of weekly supervision with the Adult Education Lead Instructor
- In addition, the instructor will participate in 2 volunteer trainings over the course of the calendar year.
Qualifications:
- Bachelor’s Degree required.
- TESOL/TESL/TEFL Certification or Master’s in TESOL required.
- Minimum 2 years experience teaching adult language learners.
- Current (within one year) PA Criminal Background check, PA Child Abuse Clearance, FBI Fingerprint Check, and ACT 126 Certificate (mandated reporter training).
- Cultural sensitivity and openness to working with different values and beliefs.
- Ability to work independently as well as within a team with strong interpersonal skills.
- Ability to maintain confidentiality and professional boundaries as required and appropriate.
- Ability to exercise sound judgment in decision-making practices.
- Strong leadership, organizational, and time management skills.
- Ability and willingness to travel to Center City.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

If you are interested in this position, please send a cover letter and resume via email to Valeri Harteg, the Education Program Manager, at vharteg@hiaspa.org.