Adult ESL Instructor and Citizenship Instruction Coordinator

Job Title: Adult ESL Instructor and Citizenship Instruction Coordinator
Supervisor: Education Program Manager
Status: Full time, exempt
Salary: $39,000 to $44,000
Application Deadline: April 18, 2022

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

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, and online, as needed. 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; and
- Students will develop a sense of community with each other and their instructors.

Summary of Responsibilities

The Instructor will:

- Teach ESL classes (both in person and online as needed) to adult learners at various levels of proficiency in alignment with the set curricula.
- 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 student teachers and volunteers.
- Coordinate student teachers and volunteers on site as they help to lead ESL activities.
- Maintain attendance records.
- Provide administrative support to the Education Team as needed.
- Conduct ESL intakes and Zoom orientations with new students.
- Attend any and all meetings, trainings and other agency events as required by HIAS PA management and/or the Education Team.
- Conduct all services in a culturally appropriate manner.
- Adhere to all HIAS PA agency policies.

In support of the HIAS PA PCAN Program, the Lead Instructor will:
• Match tutors with citizenship students who are referred by HIAS PA staff and partner agencies for tutoring services.
• Send initial tutoring materials to tutors once they have been matched with a student.
• If needed, speak with tutors on the phone and provide them with teaching materials.
• Be a point of contact for tutors during their tutoring commitment.
• Coordinate pre- and post-testing with partner agencies in compliance with USCIS requirements.
• Support citizenship team with student intakes at the start of each course.
• Conduct mock interviews at the end of each course, recruit a team of volunteer tutors to participate and provide them with the necessary instruction and materials.
• Provide strategic and pedagogical support as needed to teachers of citizenship classes under PCAN grant at partner agencies.
• Provide CASAS pre- and post-testing support (and other assessments as required by USCIS, i.e. AACE).
• Hold 2-3 workshops per year to train new volunteers.

**Qualifications:**
• Bachelor’s Degree required.
• TESOL/TEFL Certification or Master’s in TESOL required.
• CASAS certification not required ahead of time, but this is a requirement if hired.
• Minimum 2 years of experience teaching adult language learners. Preference for candidates who have experience teaching preliterate and low beginner level learners.
• Experience managing, training, and communicating with volunteers.
• Current (within one year) PA Criminal Background check, PA Child Abuse Clearance, and FBI Fingerprint Check.
• Proof of COVID vaccination and booster.
• 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. Employees will be required to work in the office three days a week (as of June 1, 2022) although ESL classes will remain virtual throughout the summer.

**Compliance Statement:**
In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

**Benefits:**
This is an exempt position; the salary is commensurate with experience. The employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation. Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

**How to Apply:**
Diverse candidates are encouraged to apply. Interested candidates should email their cover letters and resumes as PDF attachments to our HR Assistant at ccraig@hiaspa.org. No phone calls, please.