



Afghan Parent ESL Instructor (Part-time)

Job Title: Afghan Parent ESL Instructor
Supervisor: Education Program Manager
Status: Part-time (20 hours per week), Temporary Contract
Timeline: Temporary to September 30th, 2023, with possibility of extension.
Location: **Philadelphia, PA (HYBRID)**
Salary: \$30/hr

About HIAS PA: 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.

HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. The organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and other forms of humanitarian relief. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied youth.

Position Description: The Afghan Parent ESL Instructor supports HIAS PA's youth education programming. Within youth education, this person provides support specifically to newly arrived Afghan parents of our youth programming participants by facilitating a conversation group as well as coordinating referrals to external ESL classes and supporting parents on their larger educational paths. The instructor supports the overall goal of helping Afghan parents feel empowered and confident as English language users in order to navigate their new community in the US, with a particular emphasis on supporting their children in school.

**Note that this position is virtual with hybrid options available. Summer ESL classes will have the option of taking place in-person, likely through a hybrid model. HIAS PA has an office in Center City that is available for all staff to use if desired/needed.*

Tasks/Responsibilities:

Note that these tasks will be done in collaboration with other members of the HIAS PA Youth Education Team, and training will be provided.

- Meet regularly (virtually or in person) with Afghan parents in small groups to provide trauma-informed ESL support and conversation.
- Conduct ESL needs assessments with Afghan parents.

- Design and implement ESL lesson plans with Afghan parents that are appropriate for their English language levels.
- Coordinate matches between Afghan parents and volunteer ESL tutors as needed.
- Flag academic concerns/issues to family's case managers and Youth Education Team so that they can assist the family in communicating with the school.
- Support Afghan parents in learning about the norms of school in the United States and in Philadelphia specifically.
- Collaborate with the High School and Post-Secondary Lead Instructor, Adult Education Lead Instructor, and PreK-8 Program Coordinator on developing supports for parents.
- Collaborate with Education Case Aide to ensure parents' needs are met.
- Maintain student attendance records.
- Manage behavior as needed.
- Conduct all services in a culturally appropriate manner.
- Adhere to all HIAS PA agency policies.

Qualifications:

- **Bachelor's Degree required.**
- Experience planning lessons and teaching English Language Learners (ELLs) required.
- TEFL/TESOL certification or TESOL master's degree preferred but not required.
- Experience teaching adults preferred.
- Experience using Zoom and Google Meet as a virtual communication platform.
- Cultural sensitivity and openness working with different values and beliefs.
- Strong interpersonal skills, with ability to work independently or within a team.
- Ability to maintain confidentiality and professional boundaries as required and appropriate.
- Ability to exercise sound judgment in decision-making practices.
- Strong organizational and time management skills.
- Current PA Criminal Background check, PA Child Abuse Clearance and FBI Fingerprint Check.

Other Information: HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

How to Apply

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

To apply please send a cover letter and resume in pdf format to humanresources@hiaspa.org. Please include the title of the position that you are applying for in the subject of your email. No phone calls, please.