Position Information:
MORE is seeking a substitute English Language Learning instructor to participate in the mission of MORE by providing continuity of adult refugee and immigrant student instruction, guiding students through English, basic math and digital literacy, as well as working collaboratively with MORE staff. This position is casual and as needed. The class schedule is Monday - Thursday, 9 a.m. – 1 p.m. and they take place on our online teaching platform as well as in person at MORE/satellite classrooms. Prior to being added to our substitute list, individuals are required to complete a two-hour online Microsoft Teams training. This will be paid time. If necessary, MORE will provide a laptop and hotspot for connecting to class and/or any other planning and teaching purposes.

Primary Duties/Responsibilities:
1. Instructional Responsibilities
   A. Implement best practices in instruction for adult learners to provide high-quality English language, basic consumer math, and digital literacy instruction appropriate to learners in the class.
   B. Use a variety of instructional techniques to address diverse needs and goals of learners during assigned classes.
   C. Effectively lead a classroom of students by keeping them on task and engaged.
   D. Assume all duties and responsibilities of the absent teacher.
   E. Follow lesson plans left by the regular classroom teacher.
   F. Maintain a positive learning environment.
   G. Leave feedback and notes for the school staff.

2. Assessment and Record-keeping Responsibilities
   A. Complete daily attendance and other required reports accurately and submit promptly.
   B. Closely monitor student attendance and contact the Education Program office about students who have been absent for more than three days without notification (if in a long-term placement).

3. Staff Responsibilities
   A. Use technology for teaching, communication, and data collection.
   B. Collaborate with other staff members to carry out the mission of MORE and its programs.

Necessary Qualifications:
1. Bachelor’s degree (preferred areas include ELL and Education)
2. Five Years of experience teaching Adult ELL Learners can replace the Bachelor’s Degree requirement
3. Experience working with refugees and immigrants, preferably in ELL
4. Mission and values driven with a strong commitment to social justice and MORE’s mission
5. Places high value on diversity – recognizes differences between people and acknowledges these differences as a valued asset
6. Able to work independently with minimum oversight
7. Ability to comply with MORE’s policies and procedures
8. Computer proficiency including Microsoft Office 365 products, especially Microsoft Teams
9. Additional Competencies: Approachable, Coachable, Compassionate, Creative, Inclusive (presume competency of our participants), High Integrity (ethical, follow through, honest), Open (humor, listening, patience, appropriate personal disclosure), Flexible (self-knowledge, dealing with the unknown), Enthusiastic/Driven to Succeed

Preferred Qualifications:
1. Teaching License

Compensation/Benefits: This position is part-time and hourly. Pay is commensurate with experience and education. Base is $18.50/hour.

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MORE is expanding unique opportunities for community engagement in English learning. These offerings include onsite workplace classes. Teachers travel to the worksite for classes aligned with workplace standards. Additional hours for these classes may become available.

Organization Summary: MORE is a multi-service, community-based organization providing refugees and immigrants with the education and support they seek to become fully engaged members of our community. We value diversity and believe positive change in the community is created by equipping immigrants and refugees with the resources, knowledge and skills they need to create equal opportunity for themselves as new Americans. Last year, MORE served almost 450 adults through services from two program areas: Education/English Classes and Social Services/Basic Needs. These free services are offered in an environment that is comfortable, welcoming and flexible.

Position is open until filled.
To apply, please email resume and cover letter to:
Ms. Laura Kim-Lowe
Education Program Assistant Director/ESL Instructor
lkim-lowe@more-empowerment.org

MORE is a positive, encouraging, and collaborative work environment.
MORE values diversity and is an Equal Opportunity Employer.