ESOL Instructor

The YMCA offers an exciting and innovative work environment with a culture committed to serving all members of our community. The YMCA New American Initiative is seeking to hire a part-time ESOL Instructor.

Job Description:
Will be responsible for developing and teaching contextualized curricula aligned with adult learning principles and the necessary educational gains, facilitating assigned classes, evaluating students’ progress, and supporting the programs and services within the New American Initiative.

Responsibilities:
- Teach ESOL, Civics, Citizenship, Workforce Readiness, Technology, or other assigned classes in a manner that builds student skill level and confidence.
- Develop and/or utilize lesson plans that reflect an understanding of how best to teach reading, writing, grammar, listening, speaking, workforce and technology skills in thematically organized and developmentally/culturally appropriate ways.
- Maintain up-to-date hard and soft copies of lesson plans, syllabi, curricula, and handouts.
- Complete student assessments within the communicated timeline of the Initiative. • Maintain accurate and timely student files, including students’ work, documentation of skill development, test results, and case notes, as appropriate.
- Support with classroom administration, including ordering supplies as appropriate.
- Manage and submit class attendance and interactions daily. • Ensure timely data entry into databases, as needed.
- Pre and post-test students using Best Plus 2.0, Best Literacy, and/or TABE standardized testing or alternative assessment tools.
- Model the best practices of hospitality and positive culture.
- Support all aspects of programming, including but not limited to community outreach, recruitment, and participant outreach.
- Work enthusiastically as part of a team and establish positive relationships with participants, the community, collaborators, and partnerships.
- Actively participate in training sessions, designated meetings, and events.
Qualifications:

- Bilingual preferred.

- Minimum one year of relevant experience teaching English as a Second Language.

- Bachelor’s degree required. Master’s degree in education preferred. • Knowledge of Microsoft Word, Excel, and PowerPoint.

- Knowledge of civic education, immigration legal services, and case management preferred.

- Knowledge of Best Plus Testing is required.

- Must be a self-starter, highly organized, patient, and able to work well with others.

- Must be available to work a flexible schedule during hours of operation, 9 am-9 pm.