

HOPEWORKS

Job Title: AESL Part-Time Instructor for Citizenship Integration	Department: AESL
Reports to: AESL Lead Instructor and Coordinator for Citizenship Integration	Job status: non-exempt Salary: \$22-\$24/hour

JOB SUMMARY

We are looking for a teacher who excels in leading engaging classroom lessons; is experienced in conducting interactive classes; and has the ability to use and teach civics and citizenship to aspiring citizens. Part- Time Instructors are responsible for preparing for and teaching classes, maintaining and reporting accurate attendance records, and maintaining contact with students for the duration of the class cycle. Hopeworks promotes a collaborative environment, so willingness to contribute to and learn from a team is a must!

To be a successful AESL citizenship integration lead instructor and coordinator, you should have an understanding of data based instruction, strong understanding of the structure of the English language, ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. You should also be able to differentiate instruction based on student needs and integrate skills and content to deliver cohesive integrated lessons. Problem solving skills and the ability to handle high pressure situations while maintaining focus on serving students are very important in this position. You should be flexible, efficient, organized, have excellent interpersonal skills, and be capable of solving problems

You must be available to teach 2 nights (5:30-8:30) per week

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instruction
- **Prepare for each class period**
 - **Deliver relevant and engaging classroom instruction**
 - **Keep accurate attendance and enter attendance for each class**
 - **Keep regular contact with students and encourage regular class attendance**
 - **Monitor student data and adjust classroom instruction to meet student needs**
 - **Contact students to schedule post-tests**

<p>Data and Records</p> <ul style="list-style-type: none"> • Verify attendance forms for accuracy
<p>General Operations</p> <ul style="list-style-type: none"> • Lead by example, promoting positive communication, teamwork and professionalism • Promote AESL program through interaction with students and prospective students • Support other staff as a member of the AESL team • Refer students to other HopeWorks programs as need arises • Perform basic office tasks, such as filing, data entry, answering phones, etc. • Other assigned duties as requested

EDUCATION & RELATED WORK EXPERIENCE
<p>Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)</p>
<p>Bachelor's degree in education, ESL, civics, government, or equivalent field required;</p>
<p>Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)</p>
<p>at least 1 year of classroom experience preferred; experience with G Suite and Promethean Board or equivalent technology preferred; foreign language experience preferred; cross-cultural experience preferred; experience travelling/living in country with language other than native language preferred.</p>

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
A strong command of computer skills (preferably GSuite and education technology such as Promethean or Smart Board) is required.	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students.	X	
Flexibility and willingness to work well in unexpected situations	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be willing and able to collaborate with others, both offering input as respectfully accepting others points of view.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Problem-solving skills	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
<p>(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by</p>

this job)

To perform the functions of this job, the AESL lead instructor and coordinator of citizenship integration may be asked to perform in-person work adhering to COVID-19 protocols. The work may require prolonged periods of time in stationary positions, either sitting or standing, and s/he may be required to do light lifting that requires moving objects up to 20 pounds.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS**Creation Date:****Revision Date:****Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Human Resources:

Signature:

Date: