



Adult Education ESL Instructor Job Description

IAC Mission: The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Job Summary: IAC offers high-quality English language instruction for adult immigrant, refugee, and asylee English Language Learners. This position helps move students toward stability and health integration by helping them gain practical English language proficiency needed for survival, basic communication in the community, and employment/career success in the United States. Classes are Monday-Thursday 9:30 am to 12:30 pm, with 30 minutes prior and post class for preparation time. The position requires attention to detail for attendance tracking, data entry, and once monthly team meetings.

Status: Part-Time, non-exempt Position 16 hours per week.

Salary: \$16-18/hr commensurate with experience

JOB DESCRIPTION/RESPONSIBILITIES:

Instruction:

- Plan and deliver instruction to enrolled adult learners at times and location(s) assigned and within program curriculum and service guidelines.
- Prepare and record daily lesson plans appropriate to the method of delivery (in person, remote or hybrid).
- Integrate digital literacy and career pathways into instruction and practice.
- Provide opportunities for volunteers to engage with individuals or small groups to support student learning.
- Incorporates essential reading practices to learn other skills: i.e. homework, writing, math, and more.
- Research, develop, and apply effective curriculum, instructional methods, and incorporate Illinois Adult Education ABE/ASE and ESL Content Standards per ICCB/CMAA guidelines.

Assessment and Record Keeping:

- Record learner attendance and participation in other learning activities. And conduct of post-tests after accrual of 40 hours, observing the tracking sheet.
- Assess adult learners' skills, needs, and interests.
- Help students set attainable goals and plans.
- Observe the progress of learners, and keep records and documentation of individual progress.
- Conduct and records results of teacher-learner conferences.
- Communicate regularly with students on attendance, assessments, and other needs.

- Complete required reports (i.e. attendance, volunteer hours, and lesson plans) as scheduled to ensure program compliance.
- To fill out the Seat Time Tracker especially for the online classes.

Professional Development:

- Collaborate and consult with other staff members toward integration of all program components (ex. participate in field trips, special activities).
- Manage and monitors learners' use of materials in the classroom.
- Participate in departmental projects, events, and operations.
- Actively work on professional growth by attending conferences, staff meetings, and pre-service and in-service training as provided. And be prepared to undergo 6 hours of NTO & 12 hours of professional development.
- Other duties as requested.

QUALIFICATIONS AND EXPERIENCE

- Bachelors' degree required, Master's or Certificate preferred, from an accredited institution, with a concentration in Teaching ESL, Applied Linguistics, English or a related field.
- Certification in TESOL/TEFL/TESL required.
- At least one-year successful experience teaching adult literacy, GED or ESL classes, preferably in a community-based setting preferred.
- Ability to develop lesson plans and PD planners that respond to client's needs, empowers participants, and fulfills specific grant requirements by submitting in a timely manner.
- Computer skills including Google Workspace (Docs, Sheets, Slides) and database.
- Commitment to refugee and immigrant advocacy.
- Fluency in a foreign language is recommended.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Able to work from home via computer, phone etc.

Covid Adjustments Note: Because of the pandemic IAC has been conducting some of the ESL classes via hybrid model. Instructors have been teaching online following digital teaching methods such as E-mail, WhatsApp, Zoom, YouTube Videos etc. IAC continues to follow public health guidelines, enforce mask wearing by staff and clients, enhanced cleaning schedules, and monitor local community trends to ensure staff and client safety. Applicants should be able to fluctuate between in-person and remote learning as the need arises.

IAC is an equal opportunity employer. Please forward resume, cover letter, and list of three professional references. Interested applicants should submit to: Human Resources at jobs@indoamerican.org & cc to: rksatyavolu@indoamerican.org

Deadline for Submission: November, 15th 2022 or till the post is filled-up -- whichever is earlier.