

## Job Description

<b>Position Title:</b>	Digital Literacy and Assessment Specialist/English Language Learning Instructor
<b>Reports to:</b>	Director of English Language Learning Programs
<b>Status:</b>	Full-time, 37.5 hours per week for 52 weeks per year. Flexible/hybrid schedule to accommodate for some evening hours and travel between locations.
<b>Salary:</b>	\$45,000.00 per year
<b>Benefits:</b>	Vacation, holidays, personal days, sick days, health insurance, and Simple IRA according to the guidelines in Vita's Employment Policy Manual

### About Vita:

Vita Education Services is Bucks County's lead adult education agency, offering free English Language Learning, GED Preparation, Basic Skills, Family Literacy, and corrections system education programs. Vita's adult education programs enable low-literacy, low-income families to escape poverty, qualify for better jobs, enter job training or college, and earn family-sustaining incomes. Foreign-born students are empowered to become more connected to their children's education, their employers, and their communities. Vita's corrections system education programs serve incarcerated and returning citizens by providing GED preparation, cognitive behavioral skills, and job preparation classes. Vita maintains office spaces in Doylestown and Bristol and offers classes in locations throughout Central and Lower Bucks County.

### Summary of Job:

Vita's Digital Literacy and Assessment Specialist/English Language Learning Instructor is responsible for developing and presenting digital literacy workshops to instructors and students in Vita's English Language Learning (ELL) and Family Literacy Programs. The Specialist is responsible for administering, scoring, and analyzing standardized adult basic education ELL testing to groups and individuals in both paper-based and computer-based formats. As ELL Instructor, this person will teach a daytime ELL class either in-person or online all year long.

### Responsibilities:

- Work directly with Program Directors, Coordinators, and Specialists to assess student digital literacy needs and provide training for employment and instruction, including Supplemental Distance Learning
- Work with ELL instructors to develop and present Digital Literacy workshops to students to enhance classroom instruction
- Document digital literacy activities with students and with staff,
- Work with IT departments at school districts where Vita classes are held to maintain digital access for instructors and students and maintain digital infrastructure for online classes
- Write regular inter-organization newsletters to promote Digital Learning
- Train and assist staff and students in the use of digital learning platforms and applications used by Vita, including Zoom, Google Classroom and Google Drive,

MyEnglishLab Supplemental Distance Learning platform, computer-based testing, web-based lesson depository, and other applications

- Work directly with Program Directors and Professional Development Specialist to develop program improvements and professional development plans
- Participate in student registration and orientation each term
- Administer pre- and post-tests to groups or individual students both in person and remotely and score and analyze test results
- Create lesson plans for ELL class addressing mandated College and Career Readiness Standards for Adult Education and upload lesson plans
- Assess student progress using formative and summative assessments and adjust instruction accordingly
- Submit student attendance, reports, and other paperwork
- Attend Professional Learning Communities (PLC) and staff Program Improvement Team (PIT) meetings
- Participate in required professional development
- Transport technology between locations
- Comply with Vita's policies and procedures, as specified in the Vita Employment Policy Manual and PA Department of Education grant requirements
- Perform other duties as assigned.

### **Qualifications:**

- Bachelor's degree,
- Teaching experience with either adults or young adults,
- Expertise in using technology, such as Chromebooks, laptops, smart phones, smart TVs, and other electronic devices, and remote teaching platforms (Zoom, Google Meets etc.)
- Excellent computer skills in Microsoft Office, Google applications, and Zoom, and willingness to develop expertise in new educational platforms and programs,
- Ability to plan and give clear presentations to adult learners with limited literacy and English language skills,
- Effective management of time and schedule and ability to meet time-sensitive deadlines,
- Strong organizational skills and ability to pay close attention to detail,
- Effective written and oral communication skills,
- Maturity and sensitivity in dealing with a diverse student populations,
- Ability to lift and move technology and materials,
- Interest in flexible schedule,
- Reliable transportation,
- PA child abuse, criminal, and FBI clearances within one year of hire date.

### **To Apply:**

Submit the following to the Program Director Karina Wegelius

[kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org)

- Cover letter
- Resume
- 2 references

- A 2.5 hour ESL lesson plan for adult students integrating both Digital Literacy Skills and ESL content. The plan should include the target students (ESL), instructional level, objectives, materials, and methods. Teachers may submit a lesson plan they have written and used before. Additionally, the candidate will be asked to teach a 15-20 minute digital literacy demonstration of the lesson submitted. Vita's ELL learners are beginners/intermediate level and attend in-person. The demo should focus on practical skills and show how to teach language and technology simultaneously. Most students have phones, and a set of laptops or computers would be available at the teaching sites.

### **Tentative Schedule:**

The Digital Literacy and Assessment Specialist (DLAS) will work from Vita's Doylestown or Bristol office 3 times during the week unless evening work or travel to other Vita class locations is required.

The DLAS will work remotely twice a week to teach a daytime remote ELL class either Monday and Wednesday or Tuesday and Thursday, depending on need.

Occasionally, the DLAS will be asked to work split shifts, especially in the busy month of September when Vita registers and tests students in the mornings and evenings.

The DLAS will occasionally work one or two evenings per week:

- To conduct in-person ELL assessments at Vita's ELL locations in Warminster, Bensalem, Bristol, and Doylestown.
- To present Digital Literacy workshops to students taking ELL classes at all Vita locations at least once per site per semester.

The DLAS will start their workday in the afternoon when working evenings.

**Locations and Addresses** where the Digital Literacy and Assessment Specialist/ESL Instructor will be meeting with instructors and students:

**Vita's Bristol Office:** 1414 Radcliffe St, Bristol PA (daytime/evening ELL classes and Vita's Bristol Family Literacy Program daytime)

**Vita's Doylestown Office:** 8 East Court St, Doylestown PA (administration and daytime & evening ELL groups)

**Cecelia Snyder Middle School:** 3330 Hulmeville Rd, Bensalem PA (evening ELL classes)

**William Tennent HS:** 333 Centennial Rd, Warminster PA (evening ELL classes)

**Family Literacy Program Warminster:** 48 Swan Way, Warminster PA (morning & afternoon classes)