

Job Description

Adult Evening English Language Learning Instructor



Reports to: Director of ELL Programs

Location: William Tennent High School (333 Centennial Rd, Warminster PA 18974)

Schedule: 2 evenings per week; Mondays & Wednesdays 6-9pm (7 hours per week)

Status: Ancillary staff, paid for time worked

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

The ancillary ELL instructor is responsible for providing quality instruction to English Language Learning adults who are seeking to improve their language skills for employment, achieving citizenship skills, helping children in school, and preparing for post-secondary education and training.

Instructional focus is based on learning objectives found in the College and Career Readiness (CCRS) and English Language Proficiency (ELPS) Standards.

For specific details regarding CCRS and ELPS learning objectives, see the following:

- CCRS: <http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>
- ELPS <https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf>

Instructional Model

Classes are in-person. The fall term runs from end of September to December, for approximately 12 weeks. The Winter-Spring term runs from early January until late May for approximately 21 weeks. Each class meets two evenings per week.

Salary

This employment classification is designated as ancillary employee, being paid for hours worked. Working hours include direct instruction, lesson preparation, professional development and staff meetings. Instructors are compensated for 7 hours of work each week, which includes 2 hours of prep time and 5 hours of instruction. Instructors are expected to arrive at their teaching site at 6:00 pm for initial class preparation. Instructional time is from 6:30 to 9:00 pm. Instructors schedule their second hour of prep at their convenience. Compensation is \$31 per hour.

Responsibilities

- Participates in student orientation and registration each term
- Writes engaging lesson plans addressing mandated state standards (College and Career Readiness and English Language Proficiency Standards), Digital Literacy and Transferable Skills
- Uploads ESL lesson plans in Vita's google drive weekly
- Assesses student progress using formative and summative assessments, adjusts instruction and pace accordingly, and provides individualized feedback
- Assigns and monitors students work on required Supplemental Distance Learning programs (SDL) to extend learning
- Maintains communication with students
- Teaches remotely when needed
- Submits student attendance biweekly, SDL reports, and other paperwork as required by State guidelines
- Collaborates with student support staff to address student barriers to learning, digital literacy skills, and monitor student progress in meeting goals throughout the program year
- Satisfactorily completes all trainings and professional development activities approved by Vita
- Attends instructor PD and program meetings
- Completes certification/training in CASAS testing systems
- Willingness to work with a volunteer classroom aide to support learners' needs
- Complies with Vita's Employment Policy Manual
- Executes other responsibilities as assigned.

Qualifications

- Bachelor's degree
- Experience teaching ELL, preferably to adults or young adults
- Competency using teaching technology, Microsoft Office, and Google applications
- Ability to lift and move materials
- 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
- PA child abuse, criminal, and FBI clearances within one year of hire date.

Application Process

Submit the following to the Program Director Karina Wegelius kwegelius@vitaeducation.org

- Resume
- Brief statement (a few sentences) telling us why you're interested in this position
- A 2.5 hour lesson plan for adult ELL students. The plan should include the target students (ELL), instructional level, objectives, materials, and methods. Instructors may submit a lesson plan they have written and used before.