

ESL Program Job Opportunities for September 2010

About ESL:

The purpose of the English as a Second Language (ESL) program is to help adult students improve their listening, speaking, reading and writing skills. Communicative English and meaningful, student-centered instruction is offered to enhance the student's learning experience.

To be considered for a teaching position, please submit:

- A) a cover letter indicating location**
- B) resume**
- C) a 2.5 hour lesson plan that can be used for an adult ESL class. The purpose of a lesson plan is to determine the teacher's ability to create a plan within a specific time frame. It is not a description of an activity you might do in the classroom. Imagine a fictitious ESL class of 15. Choose an ESL level (beginning or intermediate) and pretend all of the students fit into the chosen level. The lesson plan should include the objectives and materials for the lesson. The lesson structure is: a warm-up activity, review of previous lesson, introduction and practice of new material, and recycling of previously learned material. Think about how you will measure student learning.**

Send to jobs@vitaeducation.org. Qualified individuals will be interviewed after reviewing application materials.

Position Title: ESL Teachers

Location of Evening Classes:

Warminster (Monday and Wednesday) and Bensalem (Tuesday and Thursday)

Reports to: Class Supervisor

Status: Ancillary staff

Salary: This employment classification is designated as ancillary employee, being paid for hours worked. It includes paid time for teacher orientation, student registration, meetings, instructional and coordination time. The hourly rate is \$21.00.

Class Semesters: First semester is September to December. Second semester is from January to May.

Class times:

Evening Class: The class meets two evenings a week. Coordination time is 6:00-6:30 p.m.; there are 12 hours of coordination for the fall semester and 16 hours of coordination for the winter/spring semester. Instruction time is 6:30-9:00 p.m.; there are 60 hours of instruction for the fall semester and 80 hours of instruction for the winter/spring semester.

Summary of job:

The ESL teacher is responsible for the assessment and instruction of adult learners in the adult basic education program. There are two sessions per week (two and one-half hours each) of

direct instruction and one-half hour of coordination before each session. Coordination time is used to complete paperwork required by our funders.

Written lesson plans are required. Periodic class visits by the Class Supervisor are scheduled. The teacher is expected to participate in all activities listed Teacher Class Calendar.

Responsibilities:

- Attendance at an orientation/training workshop
- Pre and post assessment of students using formal and informal instruments.
- Use of student assessments in program planning
- Written lesson plans
- Class instruction
- Monthly data collection and reports as required by grant guidelines
- Attendance at selected meetings
- Participation in staff development
- Communication with staff
- Compliance with Vita's Policy and Procedure Manual
- Execution of other responsibilities as assigned

Qualifications:

- Degree in education
- Experience in teaching English as a Second Language, preferably adults
- Knowledge of adult assessments
- Creativity in designing lesson plans
- Strong interpersonal and organizational skills
- Ability to meet time sensitive deadlines
- Maturity and sensitivity in working with diverse populations