

Vita Education Services

Position Title: English Teacher for Advanced ESL Adults

Location: Lower Bucks
Position Title: English Teacher for Advanced ESL Adults
Reports to: Director of Literacy and High School Programs
Status: Ancillary staff

Application Process

Send the following information to manderson@vitaeducation.org. Qualified candidates will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references
- A 2.5 hour lesson plan that can be used for a class of high level second-language speakers of English. The purpose of the lesson plan is to determine the candidate's ability to create a plan within a specific time frame. It is not a description of one activity you might do in the classroom.

Imagine a fictitious class made up of 10 students with any one of the following goals: improving their employment opportunities, entering a high school equivalency class, or pursuing post-secondary education or training. These students already have good basic speaking and listening skills in English and can read everyday English language texts independently. They need to hone their skills in reading academic texts, and especially in writing.

The lesson plan should include objectives and materials for the lesson, a warm-up activity, and the introduction and practice of new material. One part of the lesson should focus on reading skills. The second part of the lesson should address writing skills. Finally, explain how you would informally assess student learning.

Job Details

Class Calendar:

Classes run from July to mid-August for six weeks. The regular academic year runs from September to May. There are 26 weeks of instruction from fall to spring, divided into two terms of approximately equal length.

Class times:

Each class meets two times per week. Summer classes meet during the day only. Classes during the academic year may meet in the day or evening. For morning classes, coordination time is from 9:00 to 9:30 AM and instructional time is from 9:30 AM to 12:00 noon. Afternoon classes have coordination time from 12:00 to 12:30 PM and instructional time from 12:30 to 3:00 PM. For evening classes, coordination time is from 6:00 to 6:30 PM and instructional time is from 6:30 to 9:00 PM.

Salary:

This employment classification is designated as ancillary employee, being paid for hours worked. It includes paid time for teacher orientation, student registration, instruction, coordination, meetings, and professional development. Compensation is \$22.00 to \$24.00 per hour.

Summary of job: The English teacher for Advanced ESL students is responsible for the instruction and assessment of Vita's adult learners who have graduated from ESL instruction into fully immersed English classes.

There are two sessions per week, consisting of 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, prepare the classroom, and meet with individual students.

Written lesson plans are required. Periodic class observations by the Director of Literacy and High School Programs will be scheduled. The teacher is expected to participate in staff meetings and professional development.

Responsibilities:

- Attendance at an orientation/training workshop
- Participation in student orientation and registration each semester
- Pre- and post-assessment of students using formal and informal instruments
- Use of student assessments in lesson planning
- Written lesson plans addressing the College and Career Readiness Standards and other State requirements
- Class instruction
- Preparing students to do written assignments on a computer
- Monitoring students' Core and Secondary Goals
- Monitoring students' attendance
- Educational case management and disseminating information about community resources (provided by Vita) to help students overcome barriers to learning
- Monthly data collection and reports as required by grant guidelines
- Attendance at staff meetings
- Participation in Vita approved professional development activities
- Communication with staff
- Compliance with Vita's policies and procedures as specified in the Vita Employment Policy Manual
- Execution of other responsibilities as assigned

Qualifications

- Degree in education
- Experience teaching advanced ESL or English language arts, preferably to adults
- Competence in Microsoft Office and navigating the Internet
- Familiarity with formal 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
- Ability to move instructional materials to and from the classroom
- PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date