



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Description

POSITION TITLE:	ESL Instructor
DEPARTMENT:	Family Empowerment Services
REPORTS TO:	Family Empowerment Programs Manager
FLSA STATUS:	Non-exempt Regular Part Time (16 hours/week)
PURPOSE:	This position is responsible for delivery of employment-focused English language instruction to immigrant and refugee adults to help them obtain and maintain employment, as well as enhance their skills to access further opportunities. The ESL instructor will design and implement engaging activities for multi-level ESL students that promote ESL level progression; assess students' needs and provide support, monitor attendance and track student level gains.

Responsibilities

1. Adopt, design and implement effective learning activities for multi-level ESL students that promote student ESL level gains.
2. Track student attendance and provide daily attendance reports to the ESL program coordinator.
3. Conduct post-assessment testing to determine level gains and academic needs.
4. Track student progress and work closely with employment case managers to promote student employment.
5. Maintain a safe, respectful and engaging environment for students.
6. Assist with training and overseeing volunteer tutors, work-study and service learning students.
7. Collaborate with ESL instructors to organize and engage students in service projects, special training, and field trips.
8. Collaborate with ReWA's employment and education program staff to promote self-sufficiency of the students.
9. Maintain student files and provide periodic reports.
10. Design lesson plans and teach job readiness class.
11. Help recruit students for the program
12. Be familiar with the services ReWA provides and refer students when necessary.
13. Attend program and staff meetings and training as needed.
14. Write and submit student success stories
15. Perform other related duties as assigned by the program manager.

MINIMUM QUALIFICATIONS:

Refugee Women's Alliance is an Equal Opportunity Employer.

1. BA in education, social work or related field.
2. TESOL/TEFL certification.
3. Two years demonstrated experience in teaching multi-level ESL classes, literacy and phonetics skills, and creating lesson plans.
4. Familiarity with DSHS requirements and employment programs a plus.
5. Highly positive with enthusiastic style capable of motivating students.
6. Ability to work as an effective team member in a multicultural organization.
7. Knowledge of key computer applications.
8. Excellent verbal and written communication skills.
9. Must be self-starter, work independently and dependable with strong problem-solving skills and good judgment.
10. Reliable transportation.
11. Willingness to adhere to established program performance standards requiring productivity, personal responsibility, a client/customer service orientation, and the maintenance of a professional demeanor.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

CLOSING DATE: Open until filled

FOR CONSIDERATION

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

EOE

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