



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 Announcement

POSITION TITLE: ESL Assistant Instructor

PROGRAM: Family Empowerment Services

REPORTS TO: Family Empowerment Services Manager

STATUS/PAY: Non-exempt Regular (Part Time 16 hours/week)

SUMMARY: Assist ESL instructors by working with small group of students, creating appropriate materials and exercises and carry out engaging learning activities primarily for level one ESL students; assess student needs; monitor attendance; and work with case managers to remove barriers.

RESPONSIBILITIES:

1. Assist in tracking student attendance and provide daily attendance reports to ESL instructors.
2. Assist ESL instructors in conducting post-assessment testing to determine level gains and academic needs.
3. Teach/work with small groups of students by adopting engaging, interactive, and appropriate methods and materials to accommodate multi-level classes.
4. Develop creative and appropriate teaching materials such as worksheets and exercises to support existing lesson plans for small group of level 1 students
5. Assist ESL instructors to organize and engage students in service projects, special training, and field trips
6. Assist instructors teach Computer Literacy, and Job readiness workshops as needed.
7. Work closely with employment case managers and family Empowerment staff to help remove student barriers and foster the development of the students.
8. Assist ESL instructors with student files and updates.
9. Substitute ESL instructors when they are absent or on a vacation.
10. Maintain a safe, respectful and engaging environment for students.
11. Attend program and staff meetings and training as needed.
12. Other related duties as assigned by Program Manager.

MINIMUM QUALIFICATIONS:

- BA in education, social work or related field. TESOL/TESL/TEFL certificate required.
- Two years demonstrated experience in teaching lower-level ESL classes, literacy and phonetics skills, and creating lesson plans.

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- Familiarity with DSHS requirements and employment programs.
- Highly positive with enthusiastic style capable of motivating students.
- Ability to work as an effective team member in a multicultural organization.
- Knowledge of key computer applications.
- Excellent verbal and written communication skills.
- Must be self-starter and dependable with strong problem-solving skills and good judgment.
- Current WA state driver's license and auto insurance
- Willingness to adhere to established program performance standards requiring productivity, personal responsibility, a client/customer service orientation, and the maintenance of a professional demeanor.
- Flexible to work at various program sites and different shifts including, mornings, afternoons, evenings and weekends

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

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