



21400 International Blvd S. Suite 302, SeaTac, WA 98198
admin@partnerinemployment.org
www.partnerinemployment.org
206-429-3824

ESL Instructor

Position Description

POSITION DESCRIPTION:

The ESL Instructor provides specialized instruction for the purposes of developing a students' ability to effectively acquire the English language and to utilize the English language in their daily lives.

KEY RESPONSIBILITIES:

- Plans, organizes, and provides instruction in English in the Core Curriculum Content Standards and Washington state Adult Learning Standards. Instruction must be consistent and coordinated with the Comprehensive Adults Student Assessment System (CASAS) so that students meet and exceed learning targets.
- Act as a lead on developing instructional curricula and conduct ongoing evaluation to modify them as needed.
- Develops and delivers lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets.
- Administers academic and language assessments for the purpose of evaluating student's progress in meeting academic learning targets and progress in language acquisition. Maintains complete and accurate records of student's progress and evidence of growth and progress.
- Provides a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate challenging instructional strategies.
- Enters data into the appropriate database(s).
- Provides support and guidance to the ESL Assistant.
- Attends professional English Language Acquisition meetings and attends staff meetings as may be requested or as established by the agency.
- Advocates for the program needs that are required to meet the learning needs of English learner.
- Performs such other and not specifically enumerated duties as may be requested by the supervisor.
- Helps navigate students to the appropriate agency personnel to address needs and concerns beyond the instructor's ability to assist.

- Collects and track student's daily attendance.
- Supervises volunteers and AmeriCorp members.

REQUIRED EDUCATION AND EXPERIENCE:

- TESOL or TEFL Certification
- Associate degree in English Language and/or related field, and 2 years' professional experience in ESL instruction and/or employment/vocational training field, or an equivalent combination of education and experience
- Be able to work in coordination with other team members.
- Prior experience working with refugee and immigrant clients.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.

PREFERRED EXPERIENCE:

- Bachelor degree in English Language and/or related field, and 2 years' professional experience in ESL instruction and/or employment/vocational training field, or an equivalent combination of education and experience
- Knowledge of DSHS databases
- Knowledge of community resources for refugees and immigrants.
- Experience interacting with all levels of management/staff and across organization lines.
- Experience presenting to different audiences verbally and in writing.
- Experience working with detailed information and presenting in a way that is easily understood by individuals at different levels within the communities PIE serves.
- Ability to multi-task

Position Reports to: Program Manager

POSITION STATUS:

Part-time, 20 hours per week

POSITION RATE:

Hourly, \$22/hr

If interested and would like to apply for this position, please submit your **cover letter** and **resume** to admin@partnerinemployment.org.

POSITION IS OPEN UNTIL FILLED