

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: ESL Teacher, Level 1 – 3
Department: Adult Education
Reports to: Director of Adult Education
Hours: Part-Time, Evenings

Position Summary:

The ESL Teacher is a part-time position that includes teaching adults listening, speaking, writing and reading skills in English.

Responsibilities:

- Teach ESL Level 1, or ESL Level 2 and/or Level 3 course.
- Prepare and make copies of pertinent instructional materials.
- Collaborate with teaching staff regarding lesson plans, etc.
- Take daily attendance and maintain minimum student attendance as outlined by contracting agency or funder.
- Complete in-take forms and create a file for each student.
- Administer *Best Plus Exam* pre-test and post-test for students in each class.
- Maintain communication with Director of Adult Education about class activities and progress.
- Submit student attendance, in-take forms, and testing information to Program Assistant by established deadlines.
- Additional duties as assigned by Director of Adult Education.

Qualifications:

- Bachelor's Degree in Education or related field.
- At minimum two years' experience teaching ESL to adult populations.
- Best-Plus Certification required.
- Experience working with urban adults and immigrants.
- Excellent interpersonal skills.
- Excellent communication, organizational, verbal, and written skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send cover letter, resume, salary requirements, and references to:

jobs@unionsettlement.org.

Please indicate ESL Teacher in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER