

# 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](http://www.unionsettlement.org).

**Position:** ESOL Teacher  
**Department:** Adult Education  
**Reports to:** Program Director  
**Hours:** Part-time

### **Position Summary:**

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

### **Responsibilities:**

- Teach all levels of ESOL.
- 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 Adult Education Program Director about class activities and progress.
- Submit student attendance, in-take forms, and testing information to Office Manager by established deadlines.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- Bachelor's Degree or related field. Courses in TESOL a plus.
- At minimum two years' experience teaching ESOL to adult populations.
- Experience working with urban adults and immigrants.
- Excellent interpersonal skills.
- Excellent communication, organizational, verbal, and written skills.
- Excellent computer skills. Experience using technology in the classroom a plus.
- 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:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org).

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

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**