



# Literacy Source Position Announcement

## Instructional Staff Position Description

Title: Ready to Work ESOL Instructor

Location:

[Literacy Source](#) Learning Center at 3200 NE 125<sup>th</sup> Street, Seattle, 98125. This position may work off-site teaching Ready to Work ESOL classes at a partner site (which include Asian Counselling and Referral Services (ACRS) in South Seattle and Neighborhood House in West Seattle. Classes may be remote in Zoom or hybrid (2 days on-line, 2 days in-person) . For Fall 2023, we anticipate hiring for a remote class taught out of our learning center

## About Literacy Source:

Literacy Source partners with adults working to gain skills and education to create new opportunities for themselves, their families, and the community. As a non-profit community learning center, we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free basic skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. Our students range in age from 18 to 90, speak 50 languages, and represent 68 nations. 97% of our students are low-income and 88% are immigrants or refugees. All of our students share one common element – the desire to learn and achieve their goals.

### Our Values

- Lifelong Learning: We believe that all adults can learn and grow.
- Equity: We create equal access to education because systemic injustices and oppression lead to unequal opportunities and barriers to participation.
- Inclusion: We foster an inclusive and multicultural space in which all cultures, traditions, social identities, and ways of knowing are respected and welcomed.
- Collaboration: We seek out the knowledge and experience of our community and work with others on shared goals.
- Integrity: We are honest and accountable to each other and our community.
- Celebration: We believe learning is fun and empowering and deserves to be celebrated alongside the community we're building together.

Ready to Work is a comprehensive program providing opportunities for people with very limited English (ESOL levels 1-4) to work towards economic self-sufficiency. English language learning is supplemented with job placement services and ongoing skills training opportunities appropriate for the student's English proficiency level. With funding from Seattle's Office of Immigrant and Refugee Affairs, Literacy Source partners with Asian

Counseling and Referral Service to offer two RTW classes in SE Seattle, a class in West Seattle with Neighborhood House, and RTW North class at our Center in Lake City and Ready to Work Transition to College class at our Center in Lake City.

## Position Description and Duties:

The Instructor is responsible for teaching the *Ready to Work* level 5 Bridge to College class. Additionally, the instructor is responsible for collecting and managing student enrollment and assessment data, interacting with staff at Literacy Source to ensure student support, and maintaining relationships with community partners and funders.

The Ready to Work ESOL Instructor reports to the Co-ED, Educational Director but also coordinates with the Ready to Work Instructional Lead and Community Programs Manager.

More specifically, the Ready to Work ESOL Instructor is responsible for the following:

### ***Instruction and Student Support:***

- Teach an 8 hour/week level 5 Bridget to College Ready to Work ESOL class, Monday-Thursday 6-8 PM) for 8 hours in Zoom
- Develop Canvas activities for 4 hours a week of hybrid instruction, assign and monitor asynchronous work
- Collaborate with the RTW to produce activities and lesson plans aligned with the CCRS and use instructional methods geared toward the adult learner in a classroom setting
- Work with RTW instructional team to enhance and further develop the RTW curriculum to support emerging and ongoing needs of the students
- Integrate the teaching of employability and basic digital literacy skills into curriculum
- Maintain and express enthusiasm and commitment to helping students learn
- Administer assessments, track progress and provide feedback to students
- Participate as part of New Student Registration (NSR) team
- Lead Week 0 orientation lessons for new students
- Provide homework and tech assistance to students outside of class via text, phone calls, office hours, or email
- Work with students to establish goals and identify challenges or barriers to learning; provide support to help learners make progress in achieving literacy & employment goals; particular around transferring to educational programs at local community colleges
- Monitor student attendance in classes and work with case managers to follow-up with calls to absent students and supports for student progress

### ***Program Coordination:***

- Build and maintain positive relationships with community partners
- Work in collaboration with case managers to mitigate barriers and support employment search goals
- Provide support and supervision to classroom volunteers or class assistant as needed
- Report monthly attendance and student progress narrative and track volunteer hours. Ensure accurate tracking and reporting of student and volunteer records through regular monitoring of data
- Participate in Literacy Source all-staff meetings, all instructional team meetings, RTW instructional team meetings, and ACRS coordination meetings

### ***Organizational Support:***

- Participate in staff meetings, racial caucusing, and other staff activities as assigned

## Required Qualifications:

- At least two years of experience teaching lower-level ESOL and basic skills to adults
- Demonstrated experience with using a wide range of appropriate teaching methods, instructional materials, and forms of assessment.
- Demonstrated ability to integrate technology to enhance instruction and familiarity with online learning management systems.
- Awareness of diverse learning styles and demonstrated experience in applying that knowledge to the development of teaching materials as well as the delivery of instruction.
- Flexibility, enthusiasm, and experience in furthering the educational development of adult learners from diverse backgrounds
- Ability to work independently and prioritize competing demands.
- Excellent verbal and written communication skills and demonstrated competence in interpersonal relationships.

## Desired Qualifications:

- A master's degree in Adult Education, TESOL or related field, or equivalent progressively-responsible experience
- Experience working in a multi-cultural environment with immigrant adults
- Experience with curriculum development tailored to specific student groups and aligned to Common Core standards or CCRS.
- Experience teaching literacy-level adult learners
- Experience with CASAS appraisal system.
- Knowledge and experience working successfully with adults with learning disabilities
- Bilingual/bicultural in Spanish, Vietnamese, Somali, Chinese, Amharic, Tigrigna or another language/culture

## Compensation and Hours:

This is a part-time, 24-hour per week position. Benefits include paid holidays, employer-matching pension plan, vacation and sick time. Compensation is \$25.00

## How to Apply:

Submit a resume and cover letter to [cath@literacysource.org](mailto:cath@literacysource.org)

For more information, visit [www.literacysource.org](http://www.literacysource.org) or call 206-782-2050

## Closing Date:

Open until filled

*Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.*