



Literacy Source Position Announcement

Instructional Position Description

Title: Conversation Class ESOL Instructor

Location:

This position may include a mixture of in-person, hybrid (remote and on-site) and remote classes based out of the Literacy Source Learning center in Lake City (3200 NE 125th Street) or with community partners such as Seattle Public Library. Initially it will require evening, in person facilitation at Delridge Library in West Seattle.

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.

Position Description and Duties:

The Instructor is responsible for teaching conversation classes in partnership with partner sites and/or supervising conversation classes at Literacy Source. Additionally, the instructor is responsible for managing conversation class volunteers, coordinating with the conversation class team, and maintaining relationships with community partners and funders. The Conversation Class Instructor works with the class advisor to support Literacy Source students in their developing listening and speaking skills by using a set curriculum to engage and improve their conversational development. They work with a group of volunteers to support them in facilitating large and small group themed conversations that support the students' English language learning.

The Conversation Class Instructor reports to Conversation Instructional Lead but also coordinates with Site Lead Librarian for partner classes.

More specifically, the Conversation Class Instructor is responsible for the following:

Instruction and Student Support:

- Coordinate and serve as instructional lead for weekly multi-level Conversation classes in one or more community locations
- Develop and implement ESOL speaking and listening curriculum on a quarterly basis
- Monitor student progress, providing learning recommendations, resources, and referrals to program participants
- Attend all trainings, de-briefs and reflective sessions facilitated by the Conversation Lead Instructor to support volunteers
- Meet with volunteers prior to beginning of quarter to help choose topics, prepare activities to facilitate conversations.

Program Coordination:

- Build and maintain positive relationships with community partners
- Provide support and supervision to classroom volunteers
- Report monthly attendance and track volunteer hours.
- Write and submit quarterly student progress narrative
- Ensure accurate tracking and reporting of student and volunteer records through regular monitoring of data
- Participate in Conversation Class program 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.
- Leadership skills to oversee and mentor volunteers in facilitating successful small group conversations with a diverse group of students.

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
- Knowledge and experience working successfully with adults with learning disabilities
- Bilingual/bicultural

Compensation and Hours:

This is a part-time, 3+hour per week position. Depending on total hours, 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

For more information, visit 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.