



HIAS Pennsylvania  
Adult ESL Instructor (Part-Time)

**Job Title:** Adult ESL Instructor  
**Supervisor:** Adult Education Lead Instructor  
**Time Commitment:** Part-time, 15 hours/week  
**Salary:** \$30/hour

**Mission:** HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

**General Description:** The Adult ESL Instructor will collaborate with the Adult Education Lead Instructor and larger Adult Education team to implement curricula for newly arrived adult refugee English language learners. During the summer and fall, the Adult ESL Instructor will be responsible for covering the Adult Education Lead Instructor's classes while she is on parental leave. In the spring and beyond, the Adult ESL Instructor will continue to teach 2 courses. The overall goals of the program are as follows:

- Learners will be able to produce and understand the basic oral and written English language needed for successfully navigating their new communities in Philadelphia;
- Students will gain confidence as language users;
- Students will acquire strategies for learning language outside the classroom;
- Students will develop a sense of community with each other and their instructors.

### Summary of Responsibilities

#### The Instructor will:

- Teach ESL classes to adult learners at various levels of proficiency in alignment with the set curricula. *\*Note that teaching would happen remotely for the foreseeable future, but that some classes might return in person in 2024 or beyond.*
- Lead classes in a manner consistent with the preferred methodologies and trauma-informed practices utilized by the HIAS PA Education Team.
- Organize classroom supplies, prepare lesson materials, and implement lessons.
- Assess learning needs of refugee adults and manage instruction to meet these needs.
- Ensure that activities are modified according to students' English language proficiency.
- Assist Education Team in providing training to volunteers.
- Conduct student intakes and assist with other administrative duties.
- Maintain attendance records.
- Conduct all services in a culturally appropriate manner.
- Adhere to all HIAS PA agency policies.



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**Time Commitment:** Total anticipated time commitment is 15 hours per week beginning Monday, June 12, 2023

- Adult ESL: 11 hours per week. Adult ESL classes will operate at HIAS PA 3 days per week (T, W, Th), 2 hours per class. Includes 6 hours of on-site instruction and 5 hours of planning.
  - We are looking for daytime availability until January 2024, and then will be looking for a combination of daytime and evening availability.
- 1 hour of weekly supervision with the Adult Education Lead Instructor
- Other meetings with the Adult Education team as needed
- In addition, the instructor will participate in 2 volunteer trainings over the course of the calendar year.

**Qualifications:**

- Bachelor's Degree required.
- TESOL/TESL/TEFL Certification or Master's in TESOL required.
- Minimum 2 years experience teaching adult language learners.
- Current (within one year) PA Criminal Background check, PA Child Abuse Clearance, and FBI Fingerprint Check.
- Cultural sensitivity and openness to working with different values and beliefs.
- Ability to work independently as well as within a team with strong interpersonal skills.
- Ability to maintain confidentiality and professional boundaries as required and appropriate.
- Ability to exercise sound judgment in decision-making practices.
- Strong leadership, organizational, and time management skills.
- Ability and willingness to travel to Center City.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation. Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

**If you are interested in this position, please send a cover letter and resume in PDF format via email to Michelle Ferguson, Education Program Manager, at [mferguson@hiaspa.org](mailto:mferguson@hiaspa.org).**