

JOB POSTING

**IELCE (INTEGRATED ENGLISH LANGUAGE LITERACY & CIVICS EDUCATION)
INSTRUCTOR**

General Overview of Position

The Integrated English Language Literacy & Civics Education (IELCE) instructor is responsible for developing and implementing a curriculum and lesson plans that integrate civics, literacy and English language acquisition (ELA) in preparation for post-secondary education or employment. The IELCE instructor will work with the IELCE Program Coordinator in helping ESL students interested in health care training to progress through the IELCE instructional program so that they may qualify for enrollment in a Home Health Aide Integrated Education and Training Program offered by the Training Fund. This is a part time position with day and/or evening hours.

Essential Functions and Responsibilities:

- Develop and implement curriculum and lesson plans that integrated civics, literacy, and English language acquisition (ELA).
- Instruct up to 20 ESL adult learners for 6 hours/week.
- Achieve the program goals for the class in increasing English proficiency, increasing literacy and civics proficiency, and transitioning into the Home Health Aide Integrated Education and Training Program.
- Utilize the Foundation Skills Framework and CCRS (College and Career Readiness Standards) as the basis for the instructional program.
- Integrate technology in both classroom and supplemental activities.
- Promote student engagement, collaboration in learning, and project-based learning.
- Work with students individually to support their specific education and career goals including some career coaching.
- Ensure that instruction is delivered as an inquiry-based learning process that includes interactive activities, scaffolding and evidence-based practice teaching methodology.
- Participate in student orientation, and ensure that pre and post assessments are administered according to schedule.
- Attend all team meetings and professional development activities.
- Perform all related administrative duties and reporting such as: completing timesheets, documenting student attendance, academic progress, assessments and submitting monthly reports to the IELCE Program Coordinator.

Education and Experience:

Must possess a Bachelor's degree (Master's preferred) in TESL with three to five years of classroom experience teaching ESL learners. Equivalent experience will be considered on a case by case basis.

Technical Proficiencies:

To perform this job successfully, an applicant must be proficient in Microsoft Office Suite including: Microsoft Excel, Microsoft Outlook, Microsoft Word, Power Point and the Windows Operating System. Must be able to operate general office equipment. Must be comfortable integrated technology into the classroom instructional experience.

Work Requirements:

Must possess strong teamwork skills; ability to maintain confidentiality; ability to motivate others towards achieving goals while maintaining a clear sense of boundaries; ability to multi-task; excellent organizational, time management, and critical thinking skills; positive problem solving skills; ability to work independently and with a team; ability to work efficiently and at a highly productive rate to achieve required outcomes; ability to work with a strong sense of focus, remain task-oriented, detail oriented and nonjudgmental.

To apply, please submit the following documents by July 16, 2018:

- Cover letter outlining education and relevant experience and resume.
- Copy of Degree and Transcript of grades for the highest degree obtained.

Application should be sent electronically to Cheryl Feldman: cfeldman@1199ctraining.org