

## Positions: Adult ESL Teacher

**Location:** Lower Bucks County (Fairless Hills or Bensalem, depending on enrollment)

**Reports to:** Director of ESL Programs

**Status:** Ancillary staff

### Job Details

#### Summary of job:

The ESL teacher is responsible for the instruction and assessment of adult second language learners. Teachers are expected to create and follow written, standards-based lesson plans. Periodic class observations will be scheduled. Ancillary teaching staff is expected to participate in quarterly staff meetings, as well as professional development activities. *Due to COVID-19, ESL classes may have to be conducted remotely via Zoom with little prior notice.*

**Class Calendar:** The fall term runs from September to December, for approximately 15 weeks. The Winter-Spring term runs from early January until late May or mid-June, for approximately 20 weeks. Each class meets two evenings a week (Mondays & Wednesdays or Tuesdays & Thursdays). Coordination time is from 6:00 to 6:30 PM and instructional time is from 6:30 to 9:00 PM. There are approximately 150 hours of instructional time.

**Salary:** This employment classification is designated as ancillary employee, being paid for hours worked. This includes paid time for teacher orientation, student registration, instruction, coordination, staff meetings, and professional development. Compensation is \$26.00 to \$28.00 per hour.

#### Responsibilities:

- Standard teachers' responsibilities, including but not limited to monitoring attendance, lesson planning, instruction, student assessment, student coaching, and communication with colleagues
- Attendance at trainings and staff meetings
- Participation in student orientation and registration each semester.
- Completion of CASAS assessment training every 2 years
- Pre- and post- assessment of students using formal and informal instruments
- Use of students' assessments in program planning
- Monitoring students' Core and Secondary Goals
- Written lesson plans addressing CASAS Competencies and College and Career Readiness Standards
- Monitoring students' use of and progress on online learning platforms
- Educational case management and disseminating information about community resources (provided by Vita) to help students overcome barriers to learning
- Documentation of contact with students
- Biweekly data collection and reporting as required by grant guidelines
- Participation in Vita approved professional development activities
- Communication with staff
- Compliance with Vita's policies and procedures as specified in Vita Employment Policy Manual and COVID-19 Safety Plan
- Execution of other responsibilities as assigned

**Qualifications:**

- Bachelor's Degree in education
- Experience in teaching English as a Second Language, preferably to adults
- Competence in word processing, email, navigating the Internet, and using online platforms
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- Maturity and sensitivity in working with diverse populations
- Ability to move books and instructional materials to and from the classroom
- Recent PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date

**To Apply:**

Submit the following to Karina Wegelius, Director of ESL Programs,  
[kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org) :

- Cover letter
- Resume
- 2 references
- A two-hour ESL lesson plan for adult students. The plan should include objectives, materials, and methods. Experienced teachers may submit an existing lesson plan.