

Job Description

Family Literacy Instructor



Location: Centennial School District Administration Building, Warminster, PA

Reports to: Director of English Language Learning Programs

Status: Part-time, 26.3 hours per week, 52 weeks

Salary: \$33,800

Benefits: Vacation, holidays, sick days, personal days, health plan, and Simple IRA retirement according to the guidelines in Vita's Employment Policy Manual

About Vita

Vita Education Services is Bucks County's lead adult education agency, offering free English Language Learning, GED Preparation, Basic Skills, Family Literacy, and corrections system education programs. Vita's adult education programs enable low-literacy, low-income families to escape poverty, qualify for better jobs, enter job training or college, and earn family-sustaining incomes. Foreign-born students are empowered to become more connected to their children's education, their employers, and their communities. Vita's corrections system education programs serve incarcerated and returning citizens by providing GED preparation, cognitive behavioral skills, and job preparation classes. Vita maintains office spaces in Doylestown and Bristol and offers classes in locations throughout Central and Lower Bucks County.

Summary of Job

Family Literacy is a year-round program providing intensive instruction to English Language Learning (ELL) parents and supporting their young children's literacy development and school success. The Family Literacy Instructor is responsible for recruitment, registration, assessment, and instruction of adult ELL parents. Instruction is centered on three key components: Adult Basic Education (ELL and Literacy), Parenting Education, and Interactive Literacy Activities (ILA) with parents and their young children. Hours are primarily in the afternoon, with some morning hours to accommodate professional development time and lesson preparation.

Responsibilities

- Successfully complete all PA Department of Education (PDE) required trainings and participate in required professional development activities.
- Work closely with other Family Literacy instructors and childcare workers.
- Maintain certifications for adult assessments and Early Childhood Education (ECE) assessments and pre- and post-assess adults and focus children.
- Recruit, orient, register, and place adult learners who meet PDE program criteria
- Write standards-based ELL lesson plans (College and Career Readiness Standards CCRS and English Language Proficiency Standards ELPS).
- Write standards-based parenting lessons (NELP Predictors of Later Success) that teach techniques to promote language, literacy development, and help parents navigate everyday situations at school, home and in the community.
- Write standards-based on-site and off-site ILA lessons where parents and children learn and interact together as a family unit. ILA promotes children's language development, literacy, and learning behaviors.
- ILA and parent education are closely connected so that the knowledge gained by the parents during parent education can be applied during the ILA time.
- Teach instructional components both in-person and remotely.

Responsibilities

- Support adults with mandated Supplemental Distance Learning instruction.
- Create and maintain accurate physical records for each family according to PDE regulations.
- Submit all family data to ELL Director and e-Data Specialist in a timely manner.
- Maintain regular communication and collaboration with key partners such as school districts, Head Start and Pre-K Counts, local libraries, and other community organizations.
- Participate in staff meetings.
- Occasionally attend school district's ELL parent events in the evening for recruitment purposes.
- Comply with Vita's policies and procedures as specified in the Vita Employment Policy.
- Execute other responsibilities as assigned.

Qualifications

- Bachelor's degree in education, preferably in ESL.
- Experience teaching, preferable adults or older youth.
- Understanding of the language acquisition and reading development processes.
- Familiarity with adult and early childhood assessments.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office, Zoom, Internet and willingness to learn new programs.
- Creativity and resourcefulness in designing ELL, parenting, and ILA lessons.
- Ability to meet time-sensitive deadlines.
- Maturity, patience and understanding in working with diverse populations.
- Ability to lift and move technology and materials.
- Reliable transportation.
- PA child abuse, criminal, and FBI clearances—all clearances must be dated within one year of hire date.

Application Process

- Submit the following to kwegelius@vitaeducation.org:
- Cover letter
- Resume
- Two references
- A 2.5-hour ESL lesson plan for adult students. The plan should include the target students (ESL), instructional level, objectives, materials, and methods. Teachers may submit a lesson plan they have written and used before.

Schedule

This is a part-time position working five days a week (M-F) year-round including summer (summer schedule varies). The instructor will teach using a hybrid instructional model, with two days fully remote and three days fully in-person.

Mondays: In-person (5.5 hrs total) 9:00am-2:30pm

- Teaching 10am-1:00pm (3 hrs)
- Planning 2.5 hrs

Tuesdays: Remote (5.2 hrs total)

- Teaching 12:30pm-3:00pm (2.5 hrs)
- Planning:2.7 hrs

Wednesdays: In-person (5.2 hrs total)

- Teaching 12:30pm-3:00pm (2.5 hrs)
- Planning:2.7 hrs

Thursdays: Remote (5.2 hrs total)

- Teaching 12:30pm-3:00pm (2.5 hrs)
- Planning:2.7 hrs

Fridays: In-person (5.2 hrs total)

- Teaching 12:30pm-3:00pm (2.5 hrs)
- Planning:2.7 hrs