Vita Education Services [www.vitaeducation.org](http://www.vitaeducation.org)

**JOB DESCRIPTION**

**Position Title:** Adult Evening ESL Teacher

**Location:** Levittown PA

**Schedule:** Tuesdays and Thursdays 6:00pm-9:00pm

**Reports to:**  Director of ESL Programs

**Status:** Ancillary staff

**Salary:** $26.00 to $29.00 per hour

**Summary of job:**

The ancillary teacher is responsible for the instruction and assessment of adult learners. Teachers are expected to write and follow standards-based lesson plans every class. Periodic class observations are scheduled.

**Responsibilities:**

* Fulfills standard teachers' responsibilities, including but not limited to monitoring attendance, lesson planning, instruction, student assessment, student coaching, and professional development,
* Participates in student orientation and registration each term,
* Pre- and post- assessment of students using formal and informal instruments,
* Written lesson plans addressing mandated state standards (College and Career Readiness Standards), Digital Literacy, and Transferable Skills. Lesson plans need to be uploaded and stored in Vita’s google drive.
* Monitors students’ progress on required Supplemental Distance Learning (SDL),
* Able to teach remotely when needed,
* Biweekly submission of student attendance, SDL reports, and other paperwork as required by State guidelines,
* Willingness to work with a volunteer classroom aide to support learners’ needs,
* Communicates with program director and other staff,
* Satisfactorily completes all trainings and professional development activities approved by Vita,
* Complies with Vita’s Employment Policy Manual and COVID Safety Plan,
* Executes other responsibilities as assigned.

**Qualifications:**

* Bachelor’s degree in education,
* Experience teaching, preferably to adults or young adults,
* Competency using technology, such as Chromebooks, laptops, and smart phones,
* Excellent computer skills in Microsoft Office, Google applications, and Zoom,
* Completion of certification/training in CASAS testing systems,
* Ability to lift and move computers and materials to and from class sites,
* Strong organizational skills and ability to pay close attention to detail,
* Effective written and oral communication skills,
* Maturity and sensitivity in dealing with a diverse student populations,
* PA child abuse, criminal, and FBI clearances within one year of hire date.

**To Apply:**

Submit the following to the Program Director Karina Wegelius

[kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org)

* Cover letter indicating the subject you would like to teach,
* Resume,
* 2 references,
* A 2.5 hour 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.