Vita Education Services www.vitaeducation.org

Job Description

**Position Title:** Digital Literacy and Assessment Specialist/English as a Second Language Instructor

**Reports to:** Director of English as a Second Language Programs

**Status:** Full-time, 37.5 hours per week for 52 weeks per year. Flexible/hybrid schedule to accommodate for some evening hours and travel between locations.

**Salary:** $45,000.00 per year

**Benefits:** Vacation, holidays, personal days, sick days, and Simple IRA 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 as a Second Language, adult basic education, Family Literacy, and correctional system 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 programs serve incarcerated and returning citizens by providing literacy and cognitive behavioral skills, soft skills for employment, mock interviews, and resumes.

**Summary of Job:**

Vita’s Digital Literacy and Assessment Specialist/ English as a Second Language Instructor is responsible for planning instruction and working with teachers and students to help them develop digital skills. The Specialist is responsible for administering, scoring, and analyzing standardized adult basic education testing to groups and individuals in both paper-based and computer-based formats. The Specialist will teach one English as a Second Language class per term, either in-person or online.

**Responsibilities:**

* Work directly with Program Directors, Coordinators, and Specialists to assess student digital literacy needs and provide training for employment and instruction, including Supplemental Distance Learning,
* Work with ESL instructors to develop and present Digital Literacy workshops to students to enhance classroom instruction,
* Document digital literacy activities with students and with staff,
* Work with IT departments at school districts where Vita classes are held to maintain digital access for instructors and students and maintain digital infrastructure for online classes,
* Write regular inter-organization newsletters to promote Digital Learning,
* Train and assist staff and students in the use of digital learning platforms and applications used by Vita, including Zoom, Google Classroom and Google Drive, MyEnglishLab Supplemental Distance Learning platform, computer-based testing, web-based lesson depository, and other applications,
* Work directly with Program Directors and Professional Development Specialist to develop program improvements and professional development plans,
* Participate in student registration and orientation each term,
* Administer pre- and post-tests to groups or individual students both in person and remotely and score and analyze test results,
* Create lesson plans for twice-weekly ESL class addressing mandated state standards and upload lesson plans,
* Assess student progress using formative and summative assessments and adjust instruction accordingly,
* Submit student attendance, reports, and other paperwork,
* Participate in required professional development,
* Transport technology between locations,
* Perform other duties as assigned.

**Qualifications:**

* Bachelor’s degree,
* Teaching experience with either adults or young adults,
* Expertise in using technology, such as Chromebooks, laptops, smart phones, smart TVs, and other electronic devices,
* Excellent computer skills in Microsoft Office, Google applications, and Zoom, and willingness to develop expertise in new educational platforms and programs,
* Ability to plan and give clear presentations to adult learners with limited literacy and English language skills,
* Effective management of time and schedule and ability to meet time-sensitive deadlines,
* 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,
* Ability to lift and move technology and materials,
* Reliable transportation,
* Interest in flexible schedule,
* PA child abuse, criminal, and FBI clearances within one year of hire date.