



# JOB DESCRIPTION

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|---------------------|---|---------------------|---|
| Job Title:          | Life Skills Evening ESOL Teacher  | CBA Classification: | Contract Consultant, Non-Union Position |
| Reports To:         | Community Education Manager   | FLSA:               | n/a                                     |
| Department/Program: | Education Department, ESOL Program  | Union Position:     | n/a                                     |
| Hours:              | Mon-Thurs from 7 pm to 9 pm, periodically includes Friday make-up classes from 7 pm to 9 pm | Employee Type:      | Part-Time Contract Consultant           |
| CASA Location:      | Northwood High School, 919 University Blvd W, Silver Spring, MD 20901                       | Last Update:        | July 2017                               |

## CASA & CASA IN ACTION SYNOPSIS:

CASA’s mission is to create a more just society by building power and improving the quality of life in low-income immigrant communities. Our vision is a future with diverse and thriving communities living free from discrimination and fear, working together with mutual respect to achieve full human rights for all. CASA has a sister organization, CASA in Action, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although CASA and CASA in Action share a common goal of supporting immigrants and low-income people in Maryland, Pennsylvania, and Virginia, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

For more information, please visit [www.weareacasa.org](http://www.weareacasa.org).

## DEPARTMENT SYNOPSIS:

The Education Department supports CASA’s two generation approach to education, provides supportive services to the schools CASA partners with, initiates and fosters strong relationships between the public school system and parents, and oversees CASA’s efforts to improve educational outcomes for immigrant students and their families through coordinated interdepartmental efforts within CASA. The department also supports CASA’s expanding education policy work in strategic partnership with the Department of Politics & Communications.

The Education Department’s Life Skills ESOL (in English for Speakers of Other Languages) Program uses Popular Education and Traditional Education methodologies to address the educational needs of its adult learners and to provide them with otherwise unavailable educational opportunities.

*“Popular Education is a collective and long-term educational process that empowers educator and students to apply a critical eye to the current political, socio-economic, and cultural reality in order to transform it... Popular Education differs radically from mere training or the simple transmission of information. It allows people to develop the critical thinking skills necessary to understand, make commitments, come up with ideas, transform, and be transformed.”*

– Ranulfo Peloso.

Lessons are focused upon concrete and practical everyday experiences. Students, as adults, come to class with experiences they are encouraged to share and peer teach while performing tasks. Class materials are geared towards student’s life experiences and promote both civic engagement and community empowerment. Our classes also serve to empower students to make positive social change within their community and connect students to concrete opportunities to join other CASA members in the fight for immigration reform, workers’ rights, universal equality, and social justice.



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## **POSITION SUMMARY:**

CASA is currently looking to hire experienced and qualified teachers for its Evening Life Skills ESOL Program's fall 2017 sessions. The goal of CASA's Life Skills ESOL Program is to improve participants' listening, speaking, reading, and writing skills in English so that they may become more financially independent, increase their employability, better integrate into U.S. society, and achieve their personal goals. Classes provide adult-learners with the skills to apply English accurately and appropriately in a variety of places including but not limited to home, community, and workplace settings. In accordance with the teaching methodology of Popular Education, all lessons are student-fronted and task-based. Communicative skills are prioritized and grammar is always contextualized within practical, every day scenarios.

The Evening Life Skills ESOL Program is housed at Northwood High School, 919 University Blvd West, Silver Spring, MD 20901. The contract period covers two eight-week sessions (Fall One from approximately August to October and Fall Two from approximately October to December). The positions are temporary with the potential for contract renewal at the end of the Fall Two session. There will be three evenings of mandatory teacher orientation on Monday, August 14<sup>th</sup>, Tuesday, August 15<sup>th</sup> and Wednesday, August 16<sup>th</sup> from 6 P.M. to 9 P.M.

The pay is \$18 per hour. There are two hours of in class teaching time plus thirty minutes of prep-time daily, for a total of **10 hours per week**. CASA does not currently have any full-time teacher positions. This is a contract consultant position without any benefits including no unemployment benefits. Evening hours are: Monday to Thursday from 7 to 9 P.M. with some Friday evenings required, especially for make-up classes at the start of each session. **Candidates must be available to teach all four evenings of class and all Friday make-up classes for the entirety of the contract period from August to December 2017.**

Please email your cover letter and resume to Shannon Wilk, Community Education Manager, at [swilk@wearecasa.org](mailto:swilk@wearecasa.org). You can also apply for this position through the CASA website at <http://wearecasa.org/who-we-are/job-openings/>.

## **ESSENTIAL RESPONSIBILITIES:**

- Create engaging and practical lesson plans for working adults that include authentic materials, culture, and technology.
- Teach functional English grammar and conversation skills to adult learners of diverse professional and educational backgrounds. (Teaching is done in the target language and focuses on giving the learner opportunity/purpose for communicating.)
- Evaluate student needs and progress by monitoring student work, providing opportunities for conversation.
- Record and update class attendance and student data on a daily basis. Provide electronic copy of updated attendance to management team on a weekly basis.
- Maintain constant communication with other instructor(s) within the Life Skills ESOL Program to share ideas and best practices.
- Participate in periodic teachers' meetings and trainings as scheduled.
- Administer the pre & post CASAS assessment at the beginning and end of the session.
- Administer unit tests and periodic quizzes to ensure that lessons address relevant student needs and that the students have acquired the target language skill.
- Keep students informed of CASA services and events.
- Outreach students with poor attendance via telephone to encourage them to return to class. Maintain a minimum average attendance rate of 70%.
- Other duties related to the position as assigned by the supervisor.



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## **EDUCATION/CERTIFICATIONS:**

- Bachelor's or Master's Degree in related field
- Completion of a TESOL certificate program or degree in TESOL preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Experience as a facilitator and/ or in adult continuing education
- Excellent English skills both spoken and written
- Extremely punctual and able to meet programmatic deadlines
- Highly computer literate and prompt with e-mail response
- Comfortable working both independently and as part of a team
- Energetic and effective in student outreach
- Experience working with learners of limited educational backgrounds and study habits
- Flexible teaching style and ability to successfully execute a lesson plan that accommodates a variety of learning styles so as to ensure that all students progress at the same pace
- Energetic and extremely patient when working with self-conscious learners
- Respectful of all cultures and believe that everyone is capable of learning a second language

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is typically required to stand for a period of two hours.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**OSHA:** An ESOL Teacher is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

CASA, Inc. and CASA in Action do not discriminate on the basis of race, color, religion, sex, national origin, disability or sexual orientation

***This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***