

**Position Available**

**Adult Literacy Program**

**Position:** P/T Weekend Head Teacher

**Supervisor:** Program Director

**Overview:** The Adult Literacy Program provides ESOL and Technology classes to immigrant adults in New York City. University Settlement provides a comprehensive network of services to over 10,000 people of all ages living in the Lower East Side. Its broad network of activities includes adult literacy classes, mental health counseling and intensive case management; group and family day care; support services to the formerly homeless; after-school and summer camp for children and teens; a senior center and a credit union.

**Responsibilities:**

* Work with teachers and other staff to ensure that students goals are met
* Do teacher observations and coordinate teacher volunteers
* Enforce program policies and rules
* Substitute teach as needed
* Do follow-up and outreach to help students be successful
* Attend workshops as required by the program and NYSED
* Track progress of student achievement through inputting data in the ASISTS database
* Do assessments and tests as required by the program
* Maintain attendance and performance records of students
* Work with other staff on Literacy Zone activities
* Develop new materials for teachers and lead staff meetings
* Maintain and develop Adult Literacy Program website
* Assist all other teachers with curriculum and technology issues in the program

**Qualifications:**

* B.A. Degree in TESOL, English or certificate a plus
* Must be Best Plus Certified
* Minimum 2years experience in teaching ESOL
* Bilingual Chinese a plus

**Hours:** P/T 17 hours per week, Sat./Sun. 9am-5pm, Friday 9:30am-12:30pm Must be able to attend 2-day orientation 8/29/16 and 8/30/16 (6 hours total) Bi-weekly 1hr. meeting. Must teach classes from September through June

**Contact:** Submit cover letter and resume: https://workforcenow.adp.com/jobs/apply/posting.html?client=ussofny&jobId=26382&lang=en\_US&source=CC3

**Salary:** $30 per hour