



## ASIAN PACIFIC DEVELOPMENT CENTER

### JOB DESCRIPTION

<b>Job Title:</b>	<b>English as a Second Language (ESL) Instructor</b>
<b>Classification:</b>	<b>Hourly, Exempt</b>
<b>Reports To:</b>	<b>Adult Education Director</b>
<b>Hours:</b>	<b>6-8 hours of instruction/week 1 paid planning hour/class 2.5 paid hours/month for PD and data entry</b>

#### PRIMARY RESPONSIBILITIES:

- Teach engaging and student-centered group ESL classes, which include job skills/workforce curriculum and College and Career Readiness Standards
- Integrate civics education into the curriculum
- Incorporate the use of technology into classroom instruction, including administering a distance learning platform for hybrid learners.
- Use a variety of materials and teaching techniques
- Monitor students' goals and progress
- Address learners' needs using a variety of resources and approaches
- Provide support in registration, testing and retention of ESL learners
- Perform record keeping responsibilities, including tracking and reporting attendance daily
- Accumulate professional development hours and attend staff meetings, trainings, etc. as requested by the Adult Education Director
- Schedule monthly tutoring classes with students & volunteers
- Maintain certification to administer the standardized assessment used by APDC
- Effectively utilize volunteers in class
- Collaborate with and report to the Director and ESL Specialist to ensure the smooth functioning of the program
- Participate in monthly Professional Learning Communities

#### SKILLS & QUALIFICATIONS:

- Bachelor's degree required
- Adult Basic Education Authorization (ABEA), or willingness to obtain within 3 years of hire
- Minimum of two years' teaching experience with emphasis on adult education
- Experience teaching multi-level and multi-cultural classes preferred
- Experience developing and delivering contextualized ESL instruction and/or integrated

education and training preferred

- Ability to work independently and creatively
- Ability to problem solve and be flexible
- Excellent communication skills with an understanding of intercultural communications
- Skills in using Microsoft Office programs and internet-based computer programs required

**\*New hires must attend a staff training on Saturday, June 17 from 9:00am-5:00pm.**

If interested, please forward resume and cover letter to:  
Michaely Rosas at [michaelyr@apdc.org](mailto:michaelyr@apdc.org)

Equal Employment Opportunity:

The Asian Pacific Development Center does not discriminate on the basis of race, color, creed, nationality, sex, age, or disability. The Asian Pacific Development Center is a 501(c) 3 community-based organization that has been operational since 1980.