



ASIAN PACIFIC DEVELOPMENT CENTER

JOB DESCRIPTION

Job Title:	English as a Second Language (ESL) Instructor
Classification:	Hourly, Exempt
Reports To:	Adult Education Director
Salary Range:	\$22 / teaching hour, \$22 / planning hour
Hours:	6 hours of instruction/week 1 paid planning hour/class 2.5 paid hours/month for PD and data entry

Openings: Level 0-1, Monday-Wednesday, 9:00-11:00am
Level 2-3, Monday-Wednesday, 6:30-8:30pm

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 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

If interested, please forward resume and cover letter to:
Michaely Rosas at 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.