
Job Title	P/T Evening ESOL Language and Digital Literacy Instructor
PVN ID	LE-2211-005225
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Adult Learning Center
Status	Part Time
Hourly Rate	\$37.00-\$37.00
Hour(s) a Week	9.00-19.00
Closing Date	Jan 19, 2023 (Or Until Filled)

General Description

The Lehman College Adult Learning Center (ALC) is a teacher-led direct-service project of the Institute for Literacy Studies (ILS). Our shared mission—advancing urban education—has profound significance for the schools, colleges, and community-based settings in our home borough of the Bronx. Four interrelated core values inspire and infuse our work: commitments to human capacity, social justice, the power of democratic communities, and transformative work for all persons.

We provide thoughtful, innovative instruction, individualized counseling, and a nurturing environment for learners aged 18 and older. Adults enter our program with the hope that the ALC's critical programs comprising free classes for Adult Basic Education (ABE), High School Equivalency (HSE), and English for Speakers of Other Languages (ESOL), including career and college readiness can provide them with a meaningful pathway toward qualitatively better lives and economic self-sufficiency. In turn, our classes embed adult learning in real-life contexts to ensure that everyone who comes through our door has the skills to get a foothold and compete in the modern workplace.

Our ESOL classes this semester will focus on Digital Literacy. Therefore, our ESOL must be comfortable teaching a digital literacy curriculum to enable students to feel more comfortable with technology in their daily life -- from basic computer navigation, writing emails, and utilizing educational tools like Google Classroom.

Reporting to the Director and the ESOL Coordinator, the Lehman Adult Learning Center seeks dynamic ESOL teachers for part-time afternoon and evening classes located at two of our partner sites. One is in the Montefiore Hospital area near Jerome Avenue and East Gun Hill Road, and the other is near the New York Public Library's Bronx Library Center at the Grand Concourse and East Kingsbridge Road starting January 2023.

GENERAL DESCRIPTION OF DUTIES:

- Create and implement student-centered lessons with a thematic focus;
- Plan and submit a class curriculum to the ALC twice yearly;

- Assess students' work and provide feedback on an ongoing basis;
- Maintain attendance records;
- Attend staff meetings;
- Participate in program-wide events and activities;
- Attend Professional Development workshops as required;
- Administer BEST Plus test, and participate in registration and orientation;
- Work collaboratively with all ESOL teachers to share curriculum ideas, lesson plans, and classroom management strategies.

Attributes of Lehman's ALC staff members are:

- Creative, organized, and committed to learner-centered, participatory education.
- Experienced with immigrant and underrepresented students with a strong understanding of student support and academic services in education.
- Informed about trends and issues facing immigrant, low-income and first-generation college, underrepresented, and disadvantaged students in education.
- Experienced in analyzing problems and identifying solutions as a team.
- Demonstrated ability to work effectively with diverse constituencies, including urban students, faculty, and administrators.

Other Duties

Performs the duties of other positions when necessary.

Qualifications

- Qualified candidates must have prior experience teaching in Adult ESOL classrooms, both in person and on online, such as on Zoom.
- Must be comfortable teaching a digital literacy curriculum to enable students to feel more comfortable with technology in their daily life -- from basic computer navigation, writing emails, and utilizing educational tools like Google Classroom.
- Bachelor's degree required; ESOL teaching certification preferred.
- Must be creative, organized, and committed to learner-centered, participatory education.