



Job Title	Part-Time Workforce Development ESOL Instructor
PVN ID	LE-2412-006622
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Education
Status	Part Time
Hourly Rate	\$40.00-\$45.00
Hour(s) a Week	11.00-19.00
Closing Date	Feb 16, 2025 (Or Until Filled)

General Description

The Lehman College Adult Learning Center (ALC) seeks a dynamic ESOL teacher for part-time employment starting next semester.

Workforce Development for Speakers of Other Languages (ESOL) Program Overview:

As an integrated program, students participate in concurrent English language instruction and workforce development to begin or advance their careers. The ESOL Instructor provides quality, contextualized English instruction and academic support to intermediate/advanced learners while simultaneously participating in training that leads to an industry certification exam. The Instructor will also act as the Educational Case Manager for the class, supporting learners' non-academic needs by referring them to external services and organizations. This academic year will consist of three distinct courses that include Certified Nursing Assistant (CNA), Phlebotomy Technician, and Digital Literacy (Microsoft Office Specialist Associate).

General Description Of Duties:

Instructional

- Create and implement student-centered lessons contextualized for work settings, which might focus on the vocabulary, pronunciation, and authentic conversation skills necessary for on-the-job success
- Coordinate curriculum and weekly lesson plans with the Training Instructor, working as a team to implement one cohesive program
- Provide language support in the training classroom and adapt ESOL lessons based on the language and academic needs that arise in real time
- Promote academic skills, such as interpreting a textbook reading and taking a multiple-choice exam
- Maintain attendance and student progress records
- Lead study group sessions to guide students' preparation for the state licensing exam
- Collaborate with the IELCE Coordinator to organize materials into a curriculum that can be replicated in future cohorts at the ALC

Educational Case Management & Non-Instructional

- Act as a confidential case manager for adult students, including assessing academic and personal needs and assisting students in crisis or off-track with ALC program requirements
- Refer students to support services, academic and career advising, CUNY, and external resources to assist with issues, including legal services, academics, crisis support, wellness, and emotional support
- Create and share information and resources with ALC students, outside of class hours - examples include job readiness, life skills, and government benefits
- Keep an updated case management log accessible to the Director. Maintain case notes by documenting client's goals and outcomes using the ASISTS database
- Work collaboratively with the ALC team: attend staff meetings, participate in program-wide events, share ideas and communicate with fellow teachers and educational advisors
- Attend Professional Development workshops as required (14 hours/year)
- Administer the BEST Plus oral test, and participate in student registration, orientation, and goal-setting

Schedule, Pay, & Location:

- Class schedules may vary and are still to be determined: morning, afternoon, or evening depending on student need and the training partner. The minimum will be 6 teaching hours and 5 hours of curriculum development and coordination weekly.
- Instructors are compensated the hourly rate up to 19 hours each week. This includes teaching hours, case management/advising student meetings, curriculum development, lesson coordination with the Training Instructor, and collaboration meetings with the IELCE Coordinator and other ESOL instructors to share best practices for contextualization.
- Instructors are compensated up to 14 hours of RAEN professional development training for the academic year (September-June).
- Most classes will be in-person at various Training Provider locations in the Bronx, though some may be online on Zoom.

The Lehman College ALC:

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 deep 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 16 and older. Students enter our program with the hope that the ALC's key 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 not only get a foothold but compete in the modern workplace.

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

- Other duties as assigned

Qualifications

- Prior experience teaching in Adult ESOL classrooms, both in person and online, such as on Zoom, required
- Bachelor's degree required; ESOL teaching certification preferred
- Experience in curriculum development preferred
- Experience preparing students for career pathways preferred
- Experience in navigating and supporting students' non-academic needs preferred
- Must be creative, organized, and committed to learner-centered, participatory education