

HAWAII LITERACY

POSITION TITLES:

ELL Instructor

POSITION DESCRIPTION:

The ELL Instructor will teach classes three days a week for adult residents at Mayor Wright Homes and Kuhio Park in Kalihi-Palama.

The goal is to help new residents increase English skills, daily functioning, job readiness, parenting knowledge, and opportunities. Candidates must have experience working with students from a variety of cultures, an understanding of how cultural norms relate to learning styles, and be committed to making classes inclusive and culturally appropriate. The ELL program includes the use of and instruction in technology, so the Instructor must be comfortable using computers and capable of providing basic computer use instruction, and/or able to supervise a technology volunteer. Instructors may also incorporate or schedule additional special sessions or guest presenters on parent-related topics, citizenship, financial literacy, computer literacy, and offer assistance with paperwork or informal translation for English Language Learners.

The sites are all less than 2 miles apart. Each site has a set schedule of classes offered 3-5 days a week. Additional hours are provided for preparation and reporting time for each site. In the past, the positions have been a strong fit for Master's level students in Second Language Studies or similar programs.

REQUIRED PROGRAM HOURS:

Mayor Wright and Kuhio Park: Monday, Wednesday, Friday, 4:00-5:30pm and 6:00-7:30pm (9 hours instruction plus 4 hours prep and reporting)

Additional Hours scheduled for special sessions. Program hours are subject to change depending on site availability, and the needs and preferences of the students.

All Instructors will be expected to:

- Provide high quality ELL and technology instruction per weekly class schedule
- Actively reach out to recruit new students and retain existing students.
- Register and assess new students and assess existing students consistently. Keep accurate records of all student and volunteer participation and achievement.
- Help students set goals for improved English. Ensure that classes are helping students improve English level and reach goals. Maintain records of goals and progress.
- Attend all staff meetings and work cooperatively with staff, partners, and volunteers.
- Make referrals to other programs and agencies for students as needed.
- Stay on top of best practices in the ELL field and upgrade needed skills.

We are seeking:

- Bachelor's Degree and ELL/ TOEFL coursework highly desired. May be substituted with significant closely related experience

- Experience teaching ELL/ESL to immigrants from Pacific Island countries desired. Experience teaching abroad is not adequate unless you can also show experience working with immigrant populations in Hawai'i.
 - Ability to recruit, train, oversee and motivate volunteers highly desired as well as experience mentoring staff.
 - Good organizational and record keeping skills and the ability to assess, track, and effectively report upon program services, student skill levels, and progress.
 - Proven ability to effectively reach out to and successfully teach students from the varied cultures and backgrounds of Hawaii's recent immigrants.
 - Strong written and oral communication skills and full English language fluency.
 - Solid computer skills and the ability to instruct others in use of a computer as well as in MS Word, Excel, basic internet use, and social media. Must have the ability to effectively evaluate and use technology and educational software.
 - Bi-lingual candidates in Pacific Islander or Asian languages are encouraged to apply.
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Salary:	Hourly – in the \$17-19 range, based on ELL Instruction and Program Coordinator experience. Pay for both prep and instruction time.
Hours:	13 hours/ week
Benefits:	None
Performance Review:	Once a year