



POSITION TITLE: **ELL INSTRUCTOR**

### **About Hawaii Literacy**

Hawaii Literacy is a local nonprofit that helps children and families develop strong reading and writing skills that are the key to success in school, getting jobs, and building stronger communities. Our programs on Oahu, Kauai and in Kona are free for clients, and serve over 3,000 keiki and adults each year.

Our unique learning model serves as the foundation for all of our programs. Our programs work in communities where the need for literacy help is greatest, and we believe that 1-to-1 support for literacy learners is key. With dedicated program staff and over 300 trained volunteers, we seek to reach and help as many struggling readers – adults and children – as possible. We believe that it's never too late to learn to read.

### **Position Description**

We are seeking an enthusiastic and reliable person who loves to teach English in fun, relevant, and interactive ways, to work with immigrant adults to increase their practical, conversational English skills, job readiness, parenting support, and information access.

The English Language Learner (ELL) Instructor will teach classes five mornings a week at 2 sites in Honolulu. The first site is in partnership with St. Peter's Church in Honolulu. The class is new and will be open to all, with a focus on adults and parents from Chuuk and COFA nations. The second site is an existing class located at the Community Center at Kaumakapili Church. At this location, learners may drop-in for individual help from weekly volunteers.

Some instruction and curriculum planning support can be provided by program staff for newer instructors.

#### **Teach Classes & Support Learners**

- Provide high quality, inclusive, and culturally appropriate ELL instruction.
- 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.
- The ELL program may include the use of and instruction in technology, so the Instructor should be comfortable using computers and capable of providing basic computer use instruction, and/or able to supervise a technology volunteer.
- Make referrals to other programs and agencies for students as needed.

#### **Quarterly Parent-Child Activities**

- Plan and offer quarterly parent-child activities.

- The instructor is encouraged to incorporate or schedule special sessions or guest presenters on parenting topics, citizenship, financial literacy, computer literacy, and assistance with paperwork or informal translation for English Language Learners.

### **Agency Collaboration**

- Attend 8 staff meetings per year
- Work cooperatively with program staff, partner site staff, and volunteers.

### **Required Program Hours**

**St Peter’s Church:** Tuesday and Thursday 9:30-11am (3 hours instruction weekly plus 2 hours prep and reporting)

**Kaumakapili Church:** Wednesday and Friday 10:00-11:30, and Saturday 10-12 (5 hours instruction weekly plus 4 hours prep and reporting).

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Average 14-16 hours per week. Additional hours scheduled for special sessions. Program hours are subject to change with site availability, or the needs and preferences of learners. This position can also be divided by site into 2 instructor positions, for the right candidates, should a 2 or 3 day a week schedule be desired.

### **Qualifications**

- Experience teaching English to immigrants from Pacific Island countries OR at least 5 years of experience teaching English to other immigrants in Hawaii is required.
- Bachelor’s Degree and ELL/ TOEFL coursework highly desired. May be substituted with significant closely related experience
- Proven ability to effectively reach out to and successfully teach students from the varied cultures and backgrounds of Hawaii’s recent immigrants.
- Ability to recruit, train, oversee and motivate volunteers highly desired.
- Good organizational and record keeping skills and ability to assess, track, and effectively report upon program services, student skill levels, and progress.
- Strong written and oral communication skills and full English language fluency.
- Solid computer skills and the ability to instruct others in basics of computer use. Knowledge of MS Word, Excel, basic internet use, and social media.
- Bilingual candidates in Pacific Islander languages such as Chuukeese and/or those who have resided in a COFA nation are especially encouraged to apply.

Salary: Hourly – \$18 per hour (\$21 with formal experience and/or TOEFL) Paid time includes instruction time and hours for prep and reporting.

Hours: 14 hours/week (or either 5 or 9 hours/week option)

Benefits: None