



POSITION TITLE: **ELL INSTRUCTOR/ Program Coordinator**

## **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 O'ahu, Kaua'i and in Kona are free for clients, and serve over 3,000 keiki and adults each year.

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.

## **POSITION DESCRIPTION**

We are seeking an enthusiastic and reliable person who loves to teach English Language Learners (ELL) 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. Some instruction and curriculum planning support can be provided by program staff for newer instructors.

## **DUTIES**

### **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, at least 3 times a year.
- 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.
- ELL classes include the use of and instruction in technology, so Instructor should be comfortable using computers and capable of providing basic computer use instruction
- Make referrals to other programs and agencies for students as needed.
- The instructor is encouraged to include 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.
- With youth program staff, plan and offer quarterly parent-child activities.

## SCHEDULE

This position offers two schedule options:

### 1) Part-time ELL Instructor, 18 hours/week

- teach beginner ELL classes 4 mornings a week at 2 sites in Honolulu, 10-11:30am on Wednesday, Thursday, Friday, Saturday, plus 12:00-1:30pm on Wednesday and Friday.

OR

### 2) ELL Instructor & Program Coordinator, 30 hours/week

- teach beginner ELL classes 5 mornings a week at 3 sites in Honolulu, 10-11:30am Wednesday, Thursday, Friday, Saturday, plus 12:00-1:30pm on Tuesday, Wednesday, Thursday and Friday.

- teach 1 additional class at a town location TBD 2 times per week,

- lead outreach activities to increase student participation, support and report on retention and student goals, coordinate partner site use and partner service referrals.

## PROGRAM SITES & REQUIRED HOURS

Program hours may change with site availability, or the needs and preferences of learners. **We are open to applications from people seeking to teach at some or all sites listed.**

1. **Kaumakapili Church Community Center:** Wednesday, Thursday, and Friday 10:00-11:30, Saturday 10-12pm. The oldest and largest class, it includes drop-in time with individual help from volunteers.
2. **Mayor Wright Homes Literacy Library:** Wednesday and Friday, either 5:30-7pm or 12-1:30pm Class is connected to our youth literacy program site, and can be early afternoon or evening.
3. **Kuhio Park Literacy Library:** either 5:30-7pm or 12-1:30pm. A twice weekly class on site at Class is connected to our youth literacy program site, and can be early afternoon or evening.
4. **New location TBD:** Tuesday and Thursday AM. The class is new and open to all, with a focus on adults and parents from Chuuk and COFA nations.

## QUALIFICATIONS

- **REQUIRED:** Experience teaching English to immigrants from Pacific Island countries OR at least 3 years of experience teaching English to other immigrants in Hawaii.
- 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, and support volunteers highly desired.
- Good organizational and record keeping skills and ability to complete assess, track, and effectively report on program services, student skill levels, and their 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 and Excel is required, as is basic internet and social media use.
- Bilingual candidates in Pacific Islander languages such as Chuukese and/or those who have resided in a COFA nation are especially encouraged to apply.

**Salary:** \$20-22 /hour range, depending on formal experience and/or TOEFL) Paid time includes instruction time + hours for prep, outreach, reports.

**Hours and Benefits: 18 hours/week position option:**

5 days each of part-time prorated vacation, sick, and holiday time, beginning to accrue after 1 year

Training: 16 hours of work-related training time annually

There are no medical benefits offered for positions under 20 hours per week.

**30 hours/week position option:**

Full individual medical and dental, Long-term disability.

Vacation time: 15 days per year

Sick time: 15 days per year

Holidays: 9 paid holidays

Vacation, Sick and Holiday time are prorated to the percent of 40 hour work schedule, and begin to accrue after 90 days

Training: 24 hours of paid work-related training time annually

## TO APPLY

Please submit your resume to [info+hiring@hawaiiliteracy.org](mailto:info+hiring@hawaiiliteracy.org)

Applications that include a short statement of interest or cover letter will receive priority consideration.