

Job Title: Part-time Integrated English (ESL) Instructor
Reports To: Program Development Manager
Work Location: Chicago, IL: Midway Airport Area (SW Side)
Salary Range: \$20-\$30/hr (dependent on qualifications, experience)
Hours: Morning & Evening 2-hour Class Sections Available

Organization Background

PODER, an immigrant integration center, prepares Spanish-speaking adult immigrants to seize opportunities in Chicago through tuition-free programs including comprehensive, Integrated English (IE) and job training programs. PODER's professional, disciplined approach ensures all students learn to communicate in English to navigate daily life with confidence. Through our innovative Oprima-1 transitional job program, students gain job skills and certifications that prepare them to enter the Chicago job market. PODER empowers adults from all education levels to build successful new lives in the United States.

Position Summary

Integrated English (IE) instructors prepare and execute lesson plans to ensure acquisition of speaking and writing abilities while integrating the critical competencies that will ensure successful societal integration. These competencies include: financial literacy, technology fluency, civic engagement, emotional intelligence, as well as life and job skills. All students are pre-tested to determine placement and periodic student assessments (quizzes, midterms, finals) are standardized.

Responsibilities

Classroom Instruction

- Prepare IE lesson plans and deliver quality classroom instruction based on PODER's immigrant integration model
- Ensure IE competency standards utilizing curriculum guide as key lesson planning tool
- Use dynamic instructional methods that may include flipped lessons, blended learning, small group activities, gamification, and volunteer 1:1 tutor incorporation.
- Assist students with reaching self-identified personal and professional goals by closely monitoring attendance and performance, as well as following PODER's procedures for grading, referrals to our career counselor, etc.

Student Assessment, Data Collection & Collaboration

- Maintain complete student records in compliance with PODER's protocols and policies
- Conduct regular student assessments
- Gather student feedback to evaluate program effectiveness
- Attend monthly meetings with other instructors to share best practices
- Attend professional development trainings - minimum of 1 hour per month

Other duties as assigned

Qualifications

- Commitment to PODER's mission, vision and values
- Bachelor's Degree (preferred)
- TESOL Certificate or significant education, training, and experience in teaching English as a Second Language - vocational English and job training experience (preferred)
- Strong interpersonal skills, energetic, creative, passionate about immigrant integration
- Cross-cultural experience
- High level of attention to detail and strong organizational skills
- Proficient in technology: software, apps, devices
- Salesforce experience a plus - training provided

How to Apply

Please send your current resume and a brief cover letter articulating your interest and relevant experience to Ms. Mary Kayler, Program Development Manager at mkayler@poderworks.org