

Job Title: Part-time Integrated English (ESL) Instructor

Reports To: Program Manager

Work Location: Chicago, IL; Midway Airport Area (SW Side)

Salary Range: \$20-\$28/hr (dependent on qualifications, experience)

Hours: Tuesday, Wednesday and Thursday, 6:30pm-8:30pm. September 4-December 5

Organization Background

PODER is an immigrant integration center that 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 social and employment interactions with confidence.

Position Summary

Integrated English (IE) instructors prepare and execute lesson plans to ensure acquisition of English language skills while integrating the critical competencies that will ensure successful societal and workforce integration. These competencies include: financial literacy, digital literacy, civic engagement, and job skills.

Responsibilities

- Prepare and deliver communicative, student-centered lessons within the framework of a structured, outcomes-based Integrated English curriculum
- Conduct regular student assessments
- Maintain online course sites, grading and attendance records
- Gather student feedback to evaluate program effectiveness
- Keep students informed of course progress both verbally and electronically as appropriate.
- Submit end of semester student certificates electronically by due date
- Complete six hours of new teacher orientation training within one month of hire
- Attend meetings with other instructors to share best practices
- Attend professional development trainings - minimum of 4 hours per trimester

Qualifications

- Bachelor's Degree (Masters in Applied Linguistics, TESOL, Linguistics or related field preferred)
- TESOL Certificate or significant education, training, and experience in teaching English as a Second Language
- Two years of experience in teaching ESL, Literacy, or adult basic education
- Knowledge of current and effective technology tools and applications
- Excellent oral and written communication skills and ability to communicate with diverse group of staff and students required
- Cross-cultural experience
- Ability to teach and to motivate students by means of engaging student-centered pedagogy

How to Apply

Please send your current resume and a brief cover letter articulating your interest and relevant experience to Christina Corral, Program Manager at ccorral@poderworks.org