

Position Title: ESL for Families



When you join the team at the Carlos Rosario International Public Charter School, you become part of a unique, performance-driven organization that's been ranked one of the top places to work in DC by the Washington Post in 2015 and 2016. We are a dynamic nonprofit organization that offers exciting opportunities at all levels. The Carlos Rosario School is looking for diverse, multilingual professionals for a variety of rewarding positions

Department: Academic

Schedule:

Monday to Thursday, 5:00pm – 8:00pm

Or

Monday to Thursday, 5:30pm – 8:30pm

Primary Purpose of the Job: The ESL for Families instructor supports the school's mission by preparing our adult immigrant students to become productive and civically engaged residents of the Washington, DC. The instructor accomplishes this by providing excellent instruction that supports students' diverse educational backgrounds, learning styles, and English language abilities. The responsibilities of the position include creating materials specific to the three distinct ESL levels taught, writing daily lesson plans to directly address the needs of all students. The Instructor is expected to engage with multiple forms of data, both formal and informal, to help students advance academically. Additionally, the role of the ESL for Families Instructor requires the management of key data points. Student tracking forms, daily attendance, student scores, timecards and emails are examples of the administrative responsibilities that extend beyond the time spent teaching in the classroom. The instructor must also be able to work independently at an off- site location.

Essential Functions:

- Instruct a multi-level group of students in life skills with appropriate English grammar embedded for each level
- Explore topics centering on the DC educational system to help demystify its internal processes to help parents advocate for their students
- Implement Harvard Street Campus policies and procedures as relates to student tracking and assessment
- Motivate students to participate actively and attend class regularly

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- Keep accurate records of student attendance, test scores and tracking forms and submits them in accordance to policies set at the main campus
- Create clear lesson plans and objectives that are available on request and account for all students in a multi-level class(literacy to beginner), based on the ESL for Families curriculum
- Model good English pronunciation
- Meet regularly at the Harvard Street Campus with other ESL for Families teachers and administrators
- Able to use a tablet, which is wireless portable computer with touch screen, as a teaching method or willingness to learn

Secondary Functions and Responsibilities:

- Prepare lesson materials and instructional aids
- Work with classroom paraeducator if applicable
- Work with tutors if needed for student success
- Keep daily attendance records current in the Student Information System
- Fill out tracking forms and submit them in a timely manner
- Develop and uses e-portfolio assessment to help document student progress.
- Keep track of student goals related to academic progress and employment
- Conduct student conferences at least twice during the semester (mid-semester and end-of-semester)
- Attend faculty meetings and professional development

Required Education and Experience:

- Minimum Bachelor's degree
- Highly trained in MS office (Word, Access, and Excel) and reporting
- Fluency in Amharic (speaking, writing, and reading) required

Desired Core Competencies:

- Demonstrate self-motivation, continual learning, and taking initiative
- Practice professional and effective interpersonal communication skills
- Able to work independently or with others in a team approach