

## POSITION DESCRIPTION

**TITLE:** Youth ESOL Teacher – Educational Services  
**REVISION DATE:**  
**JOB CODE:** Independent Contractor  
**DIVISION:** Community Services  
**DEPT/PROGRAM:** Esperanza Center  
**SUPERVISOR TITLE:** Educational Services Manager  
**FLSA (EXEMPT/NON-EXEMPT) STATUS:** non-exempt  
**PAY GRADE:** \$22.00 hourly

### SUMMARY:

The Youth ESOL Teacher – Educational Services, under the direction of Esperanza Centers Educational Services Manager, will teach English to a class of up to 15 middle-to-high school students. Classes will meet Monday through Friday, 9:30 am to 12:30 pm, for five weeks (July 10, 2017-August 11, 2017).

The position is part time and temporary.

### JOB DUTIES / RESPONSIBILITIES:

- Prepare lesson plans and teach English classes to English Language Learner youth.
- Submit lesson plans for each week by Friday afternoon of the week prior.
- Assist in setting up and cleaning up classroom space each day.
- Take daily attendance.
- Direct Volunteer Classroom Assistants and YouthWorker youth within the classroom.
- Assess students' language skills and fluency through administration of testing.
- Supervise student groups on special field trips and outings.
- Attend trainings and teacher meetings, when required.
- Maintain communication with Youth ESOL Coordinator about student attendance and behavior, and record Code of Conduct violations in students' folders.
- Hold students accountable to the Youth ESOL Code of Conduct.
- Use technology (computers, projectors, etc.) to create dynamic lessons.
- Promote a safe, inclusive, and fun learning environment for all students.
- Facilitate completion of all evaluations and surveys, and make program announcements as necessary.
- Model positive behavior

**MINIMUM QUALIFICATIONS / REQUIREMENTS:**

- Bachelor's degree required. Teaching certification in ESOL or commensurate experience required.
- 1 to 2 years of experience working directly with youth required.
- Must be fluent in English. Proficiency in another language (Spanish, Arabic, French, Mandarin, etc.) is desirable but not necessary.

**SKILLS / COMPETENCIES:**

- Ability to communicate with people of diverse cultural and socio-economic backgrounds respectfully and accurately.
- Must be able to interact patiently and respectfully with students, families, volunteers, and staff.
- Must work well independently and as part of a team (with Classroom Assistants).
- Must have serious interest in TESOL, the immigrant population, and youth programming.
- Must be reliable and punctual.
- Understanding of immigrant communities is desirable.
- Must have computer skills (including use of email, Google Drive, and Microsoft Office) and be able to maintain regular communication with Youth ESOL Coordinator via email and phone.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

- Must have the visual and hearing acuity to perform job duties.
- Must be able to lift up to 10 pounds.
- Must pass a background check and fingerprinting.

**CATHOLIC CHARITIES COMMITMENTS:**

The responsibilities of this position must be consistently performed using the following behaviors:

1. Honor and respect the Dignity of every person.
2. Encounter each person with Compassion.
3. Act with Humility.
4. Reach out to others in a spirit of Collaboration.
5. Serve with Excellence.
6. Act with Integrity in everything you do.