

JOB POSTING

POSITION: English as a Second Language (ESL)
DIVISION: Personal Development Division
EMPLOYMENT CLASSIFICATION: Temporary
REPORTS TO: Division Director and/or Deputy Director

LOCATION: 39 Broadway, Newark, New Jersey
FLSA STATUS: Non-Exempt
SOC CODE: 25-3011
COMPENSATION: \$25.00 per hour

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

POSITION SUMMARY:

Under the general direction of the Division Director and/or Project Director, the Instructor will teach ESL Instruction to participants by performing the following duties:

RESPONSIBILITIES AND DUTIES:

- Provide group instruction in ESL, incorporating Integrated Education and Training (IET) in Food Handler.
- Build lessons and curriculum designed to target individual and group needs.
- Work in conjunction with the Project Coordinator for the purpose of enrollment, completion and Attendance requirements.
- Takes and monitors attendance and shares concerns regarding absenteeism and tardiness with the Project Coordinator.
- Ability to take initiative, work independently and work in a team environment
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

EDUCATION AND/OR EXPERIENCE:

- One-year teaching experience in ESL preparation classes and the ability to develop lesson plans and work related activities.
- BA from a regionally accredited college/university or TESOL Certification is required.
- Excellent organizational, presentation, communication and interpersonal skills.
- Excellent Computer skills in MS office applications (*Word and Excel a must*).
- Required to stand for long periods of time*

* *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- **Day Classes:** Monday – Friday: 9:00 am - 1:00 pm

TO APPLY:

- Please email your resume with cover letter to wmelendez@lacasank.org. Only candidates being considered for an interview will be contacted.

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasank.org

