

JOB POSTING

JOB TITLE: Computer Literacy/ ESL Instructor (*Qty. 1*)
DIVISION: Personal Development Division
EMPLOYMENT TYPE: Temporary
REPORTS TO: Division Director and/or Deputy Director

LOCATION: 39 Broadway, Newark, NJ, 07104
FLSA STATUS: Non-Exempt
SOC CODE: 25-3011
COMPENSATION: \$25.00 (*hourly rate*)

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/Deputy and/or Hispanic Women's Resource Center (HWRC) Career Counselor, the Instructor will teach Computer Literacy and English as a Second Language Instruction to participants by performing the following duties.

RESPONSIBILITIES AND DUTIES:

- Provide group instruction in Computer Literacy and English as a Second Language.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Work in conjunction with the HWRC Career Counselor for the purpose of enrollment, completion, and attendance requirements.
- Takes and monitors attendance and shares concerns regarding absenteeism and tardiness with the HWRC Career Counselor.
- Track students' academic progress and share with the HWRC Career Counselor.
- Ability to incorporate computer literacy activities as part of the lesson plans.
- 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, EXPERIENCE AND PHYSICAL DEMANDS:

- Bachelor of Arts degree from a regionally accredited college/university or TESOL Certification is required.
- Excellent Computer skills in MS office applications (*Word and Excel*).
- One-year teaching experience in ESL preparation classes and the ability to develop lesson plans and work related activities.
- Excellent organizational, presentation, communication, and interpersonal skills.
- 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: 9:00am – 1:00pm

TO APPLY:

- Email your resume with cover letter to wmelendez@lacasank.org
- Only candidates being considered for an interview will be contacted.
- Open Date:** February 12, 2020

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.

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

