

## JOB POSTING

**JOB TITLE:** ESL Civics 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 and/or Program Assistant, the Instructor will teach English as a Second Language and Civics Instruction to participants by performing the following duties.

### RESPONSIBILITIES AND DUTIES:

- Provide group instruction in English as a Second Language and Civics Preparation Classes.
- Build lessons plan aligned with the curriculum.
- Work in conjunction with the Program Assistant for the purpose of enrollment, completion, and attendance requirements.
- Takes and monitors attendance and shares concerns regarding absenteeism and tardiness with the Program Assistant.
- 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.
- One-year teaching experience in ESL and/or Civics preparation classes and the ability to develop lesson plans and work related activities.
- Excellent organizational, presentation, communication, and interpersonal skills.
- Excellent Computer skills in MS office applications (*Word and Excel*).
- 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@lacasanwk.org](mailto:wmelendez@lacasanwk.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.lacasanwk.org](http://www.lacasanwk.org)

