



POSITION ANNOUNCEMENT

ESL Instructor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks an in-person ESL Instructor that supports the Program Coordinator in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the ESL Instructor should be passionate about teaching, empathetic, and enjoy working with adults. The ESL Instructor will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Provide **in-person**, group instruction to students who are preparing to study for Home Health Aide.
- Build ESL lesson plans incorporating college and career readiness content standards and foundation skills aligned with the curriculum.
- Take, monitor, and report attendance.
- Work in conjunction with the Program Coordinator to address any disciplinary or attendance concerns.
- Ensure students can understand, complete, and answer questions related to simple job applications, school correspondence and everyday activities in English.

Educational, Required Skills and Experience Requirements:

- Bachelor of Arts Degree or TESOL Certification preferred.
- Minimum of 1 year of experience teaching ESL preparation classes to the adult population.
- Excellent organizational, presentation, communication, and interpersonal skills.

Physical Requirements:

- 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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Temp
- **FLSA status:** Non-Exempt
- **SOC code:** 25-3011
- **Reports to:** Program Coordinator
- **Schedule:** Monday-Thursday; 6:00pm-9:00pm
- **Compensation:** \$30.00 per hour
- **Fringe Benefits:** Employee assistance program, paid sick leave, and 401k Retirement Plan offered upon eligibility with 2% employer match.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**ESL Instructor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.