HAWAI LITERACY

POSITION TITLES:
ELL Program Coordinator and Instructor or ELL Instructor

POSITION DESCRIPTION:
There are two English Language Learner (ELL) positions available. The first is the Program Coordinator and Instructor, who will teach English language classes, basic computer instruction, and related topics to adults at a free community Drop-In Center English program in Honolulu as well as oversee program and all ELL class sites. The second is an ELL Instructor who will teach classes three days a week for adult residents at Mayor Wright Homes and Kuhio Park in Kalihi-Palama. Depending on the Coordinator candidate’s preferences and schedule, these positions may be combined or may remain separate.

The goal of both positions is to help new residents increase English skills, daily functioning, job readiness, parenting knowledge, and opportunities. The Coordinator position is responsible for effective and well-attended ELL classes at multiple sites and tracking program activities and student progress. He or she will oversee all other paid and volunteer instructors, oversee student outreach, recruit and train volunteers, interns, and practicum students who assist classes and offer 1-to-1 student support, coordinate community partnerships, and ensure high quality instruction, assessment, record-keeping, and grant reporting.

Candidates must have experience working with students from a variety of cultures, an understanding of how cultural norms relate to learning styles, and be committed to making classes inclusive and culturally appropriate. The ELL program includes the use of and instruction in technology, so both the Coordinator and Instructor must be comfortable using computers and capable of providing basic computer use instruction, and/or able to supervise a technology volunteer. Instructors may also incorporate or schedule additional special sessions or guest presenters on parent-related topics, citizenship, financial literacy, computer literacy, and offer assistance with paperwork or informal translation for English Language Learners.

The sites are all less than 2 miles apart. Each site has a set schedule of classes offered 3-5 days a week. Additional hours are provided for preparation and reporting time for each site. In the past, the positions have been a strong fit for Master’s level students in Second Language Studies or similar programs.

REQUIRED PROGRAM HOURS:
Drop-In Center: Monday, Wednesday, Thursday, Friday, 10:00-11:30am/ Saturday 9am-12pm (9 hours instruction plus 6 hours prep, volunteer support, and reporting)
Mayor Wright and Kuhio Park: Monday, Wednesday, Friday, 4:00-5:30pm and 6:00-7:30pm (9 hours instruction plus 4 hours prep and reporting)
Additional Hours scheduled for special sessions. Program hours are subject to change depending on site availability, and the needs and preferences of the students.

All Instructors will be expected to:
- Provide high quality ELL and technology instruction per weekly class schedule
- Actively reach out to recruit new students and retain existing students.
• Register and assess new students and assess existing students consistently. Keep accurate records of all student and volunteer participation and achievement.
• Help students set goals for improved English. Ensure that classes are helping students improve English level and reach goals. Maintain records of goals and progress.
• Attend all staff meetings and work cooperatively with staff, partners, and volunteers.
• Make referrals to other programs and agencies for students as needed.
• Stay on top of best practices in the ELL field and upgrade needed skills.

The COORDINATOR POSITION will have additional responsibilities to:
• Recruit and train volunteers to help increase small group attention for students, including creating a formal volunteer training program for less experienced ELL volunteers.
• and provide monthly or quarterly program reports to management, or as requested.
• Coordinate instruction, assessment, and reporting with other ELL instructors to ensure ELL program activities are unified and consistent.
• Survey and understand student needs and adapt schedule and classwork to meet them.
• Actively outreach to communities for student recruitment, and communicate & build relationships with a variety of community partners at each site.

We are seeking:
• Experience teaching ELL/ESL to immigrants from Pacific Island countries. This is REQUIRED. Experience teaching abroad is not adequate unless you can also show experience working with immigrant populations in Hawai‘i.
• Bachelor’s Degree and ELL/TOEFL coursework highly desired. May be substituted with significant closely related experience.
• Ability to perform student assessments and track results over time.
• Proven ability to effectively reach out to and successfully teach students from the varied cultures and backgrounds of Hawaii’s recent immigrants.
• Good organizational and record keeping skills and the ability to assess, track, and effectively report upon program services, student skill levels, and progress.
• Strong written and oral communication skills and full English language fluency.
• Solid computer skills and the ability to instruct others in use of a computer as well as in MS Word, Excel, Internet, social media. Must have the ability to effectively evaluate and use technology and educational software.
• Bi-lingual candidates in Pacific Islander or Asian languages are encouraged to apply.
• Ability to recruit, train, oversee and motivate volunteers. (Coordinator position)

Salary: Hourly – in the $17-19 range, based on ELL Instruction and Program Coordinator experience

Hours: 13, 15 or 28 hours/week, depending combination of positions

Benefits: None, unless roles are combined to a position regularly exceeding 20 hours per week

Performance Review: Once a year