



**Job Title:** Part-time Integrated English (IE) Instructor

**Department:** Programs

**Reports To:** Program Manager

**Effective Date:** September 1, 2021

**Work Location:** Chicago, IL; Midway Airport Area (SW Side); Virtual & Hybrid options

**Hours:** Morning and evening weekday schedules, 2 hours a day, 3 days a week (6 hours a week total)

**Organization Profile:**

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER's objective has been to empower Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities on Chicago's southwest side, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

**Position Summary:**

Integrated English (IE) instructors prepare and execute lessons to ensure acquisition of real-life, contextualized English language skills while integrating the critical competencies that will ensure successful societal and workforce integration. These competencies include; digital literacy, financial literacy, civic engagement, and job skills.

**Responsibilities Include:**

- Prepare and deliver communicative, student-centered lessons within the framework of a structured, outcomes-based Integrated English curriculum
- Conduct regular student assessments
- Maintain online course sites, grading and attendance records
- Gather student feedback to evaluate program effectiveness
- Keep students informed of course progress both verbally and electronically as appropriate
- Submit end of semester student certificates electronically by due date
- Complete six hours of new teacher orientation training within one month of hire
- Attend meetings with other instructors to share best practices
- Attend professional development trainings – minimum of 4 hours per trimester (12 hours per fiscal year)

**Qualifications:**

- Bachelor's Degree (Masters in Applied Linguistics, TESOL, Linguistics or related field preferred)
- TESOL Certificate or significant education, training, and experience in teaching English as a Second Language
- At least two years of experience in teaching English as a second language (ESL), literacy, or adult basic education (ABE)
- Knowledge of and experience in current and effective technology tools and applications utilized in instruction
- Excellent oral and written communication skills and ability to communicate with diverse group of staff and students required
- Cross-cultural experience
- Experience in teaching and motivating students by means of engaging student-centered methodology and employing best practices, based on results



**How to Apply:**

Please send your current resume and a brief cover letter articulating your interest and relevant experience to Marc Smierciak, Program Manager, at [msmierciak@poderworks.org](mailto:msmierciak@poderworks.org)

**Equal Employment Opportunity Statement**

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.