



## JOB POSTING

<b>JOB TITLE:</b>	ESL Instructor		
<b>PROJECT:</b>	English Language Center (ELC)		
<b>LOCATION:</b>	3722 W Anderson St		
<b>STATUS/HOURS:</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
<b>FLSA STATUS:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$15-17/hour		
<b>REPORTS TO:</b>	Steven Rainey, ELC Director		
<b>POSTING DATES:</b>	April 12 -April 28, 2019		

**SUMMARY:** The English Language Center (ELC) is a program housed in the Idaho Office for Refugees. Classes tackle English challenges that students face on a daily basis; from going to the store, to making an appointment, to filling out a job application, to having a conversation with their neighbors. The ELC focuses on holistic language acquisition to combine language skills with critical thinking techniques to teach students how to use the tools they already have in a new environment. As part of the ELC, this position is responsible for teaching multilevel English language classes for adults utilizing trauma informed service practices. The English Language Center and Idaho Office for Refugees are programs of Jannus, Inc.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and teach level and topic specific adult ESL (English as a second language) classes; evaluate and adapt curriculum to client needs;
- Plan and execute social events, field trips and community service projects for adult refugees;
- Work with outreach workers, case managers and resettlement agencies to develop and provide programs tailored to the needs of participants;
- Register adults in multilevel class, assess and record participant progress, attendance, etc.;
- Schedule presenters and interpreters as needed to connect class with community events and programs;
- Research and apply best practices in working with refugees;
- Provide instruction utilizing trauma informed service practices;
- Maintain accurate records and compile and submit trimester reports to program director;
- Maintain records of curriculum, lesson plans, and materials;
- Maintain communication with program director on concerns, successes, updates and issues;
- Regular and predictable attendance is an essential function of this position.

### QUALIFICATION REQUIREMENTS:

- Experience working with a variety of language groups and cultures;
- Experience in adult education and familiarity with current trends in adult education;
- Ability to be flexible in a classroom environment;
- Training and experience in providing trauma informed service preferred;
- General computer skills required;
- Must be able to pass a criminal history background check;

- Must have a valid driver's license, access to reliable transportation and be able to provide proof of state required liability insurance coverage;

**EDUCATION:**

Masters in Teaching English as a Second Language (TESL), Linguistics, or related field or bachelors and 4 years' experience teaching adults in English Language Training (ELT) setting preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**WORKING CONDITIONS:**

Works in general office environment and may travel to venues or other outside facilities where meetings are held.

**PHYSICAL REQUIREMENTS:**

Must be able to tolerate heat and cold, and to drive to venues in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 25 pounds.

**TO APPLY:**

Complete the Jannus Employment Application (attached) or available at [www.jannus.org](http://www.jannus.org) and send with your resume to [info@jannus.org](mailto:info@jannus.org). Or fax to 208.331.0267 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

**Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer**

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.