



**Make the Road New York hiring: 3 Part Time afternoon / evening ESOL Instructors**  
**JACKSON HEIGHTS, QUEENS**

Make the Road New York (MRNY) builds the power of Latino and working class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road New York operates neighborhood-based community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island; and Brentwood, Long Island. With a membership of 20,000 low-income New Yorkers, MRNY tackles the critical issues facing our community: workplace justice, tenants' rights, immigrant civil rights, language-access, LGBTQ justice, public education, health care access, and immigration reform.

Make the Road New York <https://maketheroadny.org/> is a multi-service organization. Our Education Department offers English to Speakers of Other Languages (ESOL), citizenship preparation, health job training classes and in-school and after-school youth programs. Our Community Organizing Projects help New Yorkers to implement strategies to combat shared problems, and develop leadership and the capacity for civic participation. And our Departments of Legal, Health & Support Services provides direct legal representation, case management, and facilitated enrollment into public health insurance programs, training, and strategic support for members and organizing campaigns. Our attorneys and advocates specialize in labor and employment law, public benefits, disability benefits, housing law, healthcare and health insurance access, immigration, public education, domestic violence, and LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) civil rights issues.

**Current Opening:** MRNY is hiring 3 Queens- based Part Time ESOL teachers to assess students, build community and confidence in the classroom, and then design/organize and deliver ESOL instruction that is level appropriate and thematically relevant to immigrant community residents seeking to improve their English skills and their lives and circumstances.

**Responsibilities:**

1. **Curricular design work-** Hand in course outlines, unit and lesson plans and related materials in the requested format by the deadlines that are set and agreed to. Maintain all of that in the Google drive, and integrate certain thematic content and materials into lessons as required by funders or decided by the team
2. **Student Assessment-** combine BEST Plus initial assessments with original reading and writing assessments at the beginning of the cycle and continue to assess students in an intentional and structured way throughout the cycle
3. **Instruction-** Deliver content material in ways that take into account students' levels and learning styles, the need to pace and scaffold information, and the need to balance the 4 skills + vocabulary development and grammar skill development
4. **Communication with and support of students** - Call absent students every day and document calls; make referrals to MRNY's case manager as needed
5. **Related admin/grant related tasks-** in addition to tracking attendance, help with post testing, grading of samples of students' work, and writing monthly progress notes if funders require
6. **Participate in meetings and trainings-** attend external professional development according to funders' requirements, as well as 1 on 1 support meetings, team and staff meetings

**Strongly Preferred:** Teaching Certification or Masters in TESOL; experience working in community based social justice organizations; interest in collaboration and professional development with team members.

**Requirements:** BA, at least 3 yrs. ESOL teaching experience, preferably teaching adults. Must be creative, organized, and committed to thematic instruction and learner-centered, participatory education; for ESOL classes must be able to speak some Spanish with students outside of class if not occasionally within class; Seeking candidates with senses of humor, good team players, teachers with excellent computer skills and BEST Plus certification (ESOL).

The PT ESOL jobs include: outreach, recruitment, orientation, training, volunteer support, recognition and appreciation, staff support regarding volunteer matters, as well as help with materials development, and administrative work associated with volunteer programs in the adult education department for the QNS, BK, and SI offices. The manager will work with team members to develop meaningful volunteer projects and ensure volunteer best practices. She/he will also be in charge of the indirect supervision of some of the volunteer teams.

#### **PM ESOL Teaching Positions 1 and 2:**

- **Both pm teachers will teach T-W-Th evenings 6-9pm at the Renaissance School, a 12 min walk from MRNY's office.**
- **Each position is for 15 hrs/wk ( 9 teaching hours, 4.5 prep hours, 1-1.5 hrs for meetings and calls to students). Additionally, occasional meeting hours, trainings, or admin work hours would be added if/as needed. Teachers will have access to materials, copiers, supplies, etc at MRNY as well.**
- **Class 1- BEST Plus: 88-361 Class 2- BEST Plus: 362-427**

#### **Afternoon/Evening ESOL Teaching Position 3:**

- **The 3rd ESOL position is to teach 2 classes M-Th, one from 3-5:30 and the other from 6-9pm in our Jackson Heights office.**
- **This position is for 35 hrs/wk (22 teaching hours, 11 prep hours, 1-2 hrs for meetings and calls to students) Additionally, occasional meeting hours, trainings, or admin work hours would be added if/as needed.**
- **Class levels: One class is: 88-361 and the other is 428-484**

**Length of job:** The job will run from the 3rd week in August 2019 to late June 2020. (Employment could be renewed again for the school year starting 8 or 9/20, depending on performance and funding).

**Salary Information:** Starting compensation is based on a scale set by a democratically- elected personnel committee and will depend on factors such as experience and education.

**How to Apply:** Applicants should send resumes and cover letters to [Adulthoodeducationjobs@maketheroadny.org](mailto:Adulthoodeducationjobs@maketheroadny.org)

**Note:** When applying, **please put your name & name of the position and date of initial inquiry in the email's subject line.** Ex.- Subject: Jaime Smith-Qns ESOL Teacher-7.11

**Interviews will be held the weeks of Aug 5 and 12th and training/onboarding will begin soon afterward.**

MRNY is an equal opportunity employer and is committed to a diverse staff. Women, LGBTQ, people with disabilities and people of color strongly encouraged to apply. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, genetic information, disability or marital status.

