

Title: Director of Adult Education/ESOL
Reports To: Executive Director
Job Status: Part-time, 20 hours per week with additional teaching hours possible.

POSITION SUMMARY

Providence Center offers ESOL classes for adults who are striving to learn English. We serve approximately 300 adults each year, offering four levels of instruction, with classes running in the mornings and evenings. Classes are offered during 50-hour trimesters in the Fall, Spring, and Summer. Most of our adults come from Spanish-speaking areas, primarily Puerto Rico, the Dominican Republic, and Mexico. Our students come for a variety of reasons, including a desire to help their children in school, communicate with their doctors, participate more freely in the life of the city, and improve their employment situations. The Director hires, trains, and supervises teachers for the classes. This individual also manages the outreach, enrollment processes, professional development opportunities, and works to create a welcoming and responsive environment for our students.

Providence Center is also collaborating with the English Learners School L.I.F.E. (Leadership, Instruction, Family Engagement) Program at Temple University to design, manage and evaluate adult education classes for immigrant parents of children who attend several selected School District of Philadelphia high schools. The Director will hire and supervise class instructors. This individual will oversee communication with the schools on an ongoing basis and will provide logistical support for the adult classes held on each participating school site. This support includes, but is not limited to, establishing class schedules, securing classroom space, recruiting a minimum of 8 adult students from each participating school, and collecting and maintaining data for program evaluation.

MAJOR RESPONSIBILITIES

Providence Center Adult ESL Program (50%)

Hiring and Supervision

- Interviews and hires approximately 8 qualified ESOL teachers to fill all offered classes
- Provides orientation and training for instructors on curriculum, assessment, and Providence Center history/mission, and program policies.
- Observes all instructors in classes and provides feedback
- Conducts check-ins with all instructors
- Collects and reports weekly time sheets for payroll.
- Oversees the implementation of classroom technology.

Outreach and Administrative

- Plans three registration periods over the course of a year.
- Performs outreach to promote and advertise the classes.
- Serves as a liaison with the Office of Adult Education.
- Fosters relationships with students and ensures that Providence Center is a welcoming environment.
- Maintains enrollment, attendance, and assessment records.
- Ensures needed supplies are ordered for the classrooms.
- Sets the ESOL class and registration schedule for the year.
- Ensures all necessary paperwork from teachers is collected and current.

Temple's L.I.F.E. Grant Project (50%)

- Hires and supervises approximately 10 ESOL instructors, located in 5 Philadelphia schools. Collaborates with Temple's LIFE staff to hire select graduate students as instructors.
- Provides orientation and training for instructors on curriculum and program policies.
- Collects and reports bi-weekly time sheets for payroll.

- Observes all instructors in classes and provides feedback
- Conducts biweekly check-ins with all instructors
- Organizes and maintains Google Drive that include curriculum frameworks and lesson plans from all instructors.
- Ensures instructors submit student attendance sheets after each class..
- Coordinates with each partner school to ensure that students are recruited, registered, and have information on when and where classes are held, and that the classes have the resources (e.g. classroom space, technology) they need from each school.
- Oversees the administration of language assessments at the beginning of each session.
- Collaborates with Temple LIFE staff on collection and organization of program evaluation data

QUALIFICATIONS

- Bachelor's Degree, Master's preferred, in TESOL.
- At least three years of experience teaching English as a second language in a community setting within the United States.
- Ability to speak Spanish strongly preferred.
- Experience collaborating with and communicating with multiple constituencies, including students, community organizations, universities, and public schools.
- Experience supervising and coaching teachers strongly preferred.
- Commitment to the mission of Providence Center.
- Commitment to working with adult learners from diverse racial/ethnic/cultural populations.
- Strong organizational skills and ability to meet record keeping requirements for different projects.

ABOUT PROVIDENCE CENTER

Providence Center's educational programs have been providing hope and joy to the Fairhill section of North Philadelphia since 1993. We are an independent non-profit founded in 1993 by the Holy Child Sisters, an order that has taught and worked in the neighborhood for over 100 years. Reflecting the population in the Fairhill area, Providence Center works primarily with Puerto Ricans and Latinx immigrants. Though our neighborhood has the highest poverty rate in Philadelphia, we are committed to helping hard-working families build futures filled with hope and opportunity. Our mission is to educate people to have the power and spirit to transform their lives and community.

Providence Center is proud to be an equal opportunity employer. Providence Center maintains a policy of non-discrimination with respect to employees and applicants for employment.

To Apply, please email a cover letter and resume to:

Siria Rivera at srivera@providencephilly.org