

Holy Family Institute
Journey of Hope Program
English as a Second Language
Teacher (ESL)

Reports to: Educational Coordinator

Location(s): Main Campus

Hours: This is a full-time 12-month position.

General Statement of Duties: The ESL Teacher will provide instruction in basic English to international students. ***Candidates must be fluent in English and Spanish (read, write and speak). ESL certification preferred.*** Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Essential Functions:

1. Promote the mission and philosophy of Holy Family Institute
2. Knowledge of second language acquisition, techniques for teaching English, ability to conduct appropriate assessments for program placement and monitoring student achievement.
3. Must be flexible and willing to adapt to a non-traditional school setting.
4. Willingness to collaborate with other teachers to maintain a creative yet structured learning environment.
5. Teacher will lead full group lessons, small group instruction and may be asked to provide 1-on-1 tutoring.
6. Must be open to alternative, whole language, whole child teaching methods.
7. Incorporate classroom activities, routines and procedures that will prepare students for eventual transition to a public school setting.
8. Conducts frequent evaluation of student progress
9. Maintains communication with director, staff, etc.
10. Adheres to other requests as indicated by supervisor

Minimum Requirements

Bachelor/Master's Degree in Education. ESL certification is desirable. Prior teaching experience a plus. Candidate must have good communication and organizational skills. Current Act 33/34 & FBI digital fingerprint clearances, valid PA Driver's license is required. Must be fluent in English and in Spanish. EOE

Qualified candidates, please apply online at www.hfi-pgh.org/careers.