



CARECEN

Central American Refugee Center

Job Description

The Central American Refugee Center (CARECEN-NY) is a non-profit serving the immigrant community on Long Island for nearly four decades through legal services, community education, and advocacy. CARECEN is looking for a dedicated, passionate, and experienced language educator, who is committed to the growth and empowerment of our students and their communities.

In partnership with the New York State Office for New Americans, CARECEN seeks a full-time/part-time ESOL Teacher to provide ESOL instruction for low literacy, beginner, intermediate and advanced English Language Learners (ELLs) or Multilingual Learners (MLLs). The ESOL Teacher position is a full-time, salaried, exempt position.

Role and Responsibilities

The ESOL Teacher will be an important part of the Community Programs Pathway to English team working closely with our clients, students, and Community Programs team on a daily basis through our Hempstead and/or Brentwood offices. He/she/they will work remotely and/or on site during class hours, office hours, and with flexibility depending on the course schedule each quarter. The ESOL Teacher may work mornings, afternoons, evenings and/or weekend hours to meet the learning needs of working adults.

Primary Responsibilities

- Provide high quality ESOL instruction for assigned courses, including lesson planning, supplemental and in-class instruction, feedback, authentic assessment, and digital literacy
- Maintain updated records of materials used, progress toward outcomes, and other curriculum related documentation on a shared drive
- Implement and monitor retention strategies and attendance policies
- Maintain accurate records of student participation, independent hours completed, and weekly in-class attendance
- Communicate with students regarding absences, make-up hours, independent hours, or extenuating circumstances that could impact completion of the program requirements

- Encourage students to utilize educational technology, in-house workshops, and public services available in their communities
- Assist in registration, enrollment, and pre-/post-testing of all ESOL students
- Participate in curriculum, check-in, and team meetings with Community Programs Manager, ESOL Coordinator and teaching team (in person or telecommute)
- Other duties as assigned

Qualifications and Requirements

- 2+ years experience in classroom instruction (online and in-person) required
- Bachelor's, Master's, CELTA or equivalent TESL certificate required
- Familiarity with CEFR, NRS, or other measurements of language proficiency
- Flexibility in scheduling to accommodate course offerings
- Knowledge of Microsoft Office 365, Google Drive Suite, Zoom, and electronic ESOL resources, including IWB/Smartboards, tablets, and use of educational cloud-based applications
- Spanish fluency required for literacy and beginner class instruction, preferred for intermediate and advanced instruction

Highly Preferred

- Educators licensed in bilingual/bicultural or multilingual/multicultural education
- Certificate or experience teaching low-literacy, LEP, and/or adult education courses
- BEST Plus certified, or willingness to attend training if required

Home Office: remote and/or hybrid in Hempstead or Brentwood office

Supervisor: Community Programs Manager

Compensation: \$40-45k annual salary + full benefits

How To Apply: Send a detailed cover letter explaining why CARECEN and this job would be the perfect fit for you along with your resumé/CV and three (3) references to fernando@carecenny.org with "ESOL Teacher Position" in the subject line. Position will remain open until filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.