ORGANIZATION: Korean Community Services of Metropolitan New York, Inc. (KCS)

POSITION TITLE: ESOL Instructor

DEPARTMENT: Education

REPORTS TO: Education Director

ABOUT THE ORGANIZATION: Founded in 1973, The Korean Community Services of Metropolitan New York, Inc. (KCS) is the oldest and largest 501(c)(3) nonprofit organization assisting the Korean Americans and other immigrant communities in the greater New York City area. KCS envisions a world where immigrant communities remain grounded in their heritage and work together with the broader community to build a better society at large. KCS’ mission is to be a bridge for Korean immigrants and the wider Asian community to fully integrate into society and overcome any economic, health and linguistic barriers so that they become independent and thriving members of the community. We accomplish this mission by providing culturally competent programs in the areas of Aging, Education, Immigration, Workforce Development, Public Health and Mental Health.

At KCS’ Education Department, our programs include: ESOL classes, citizenship classes, young adult internship program, test prep classes, Korean classes, and more.

ABOUT THE POSITION: KCS is seeking a part-time dynamic individual to instruct and train adult immigrants and New American students within KCS’ Education department. Our Adult ESOL Program is funded by New York City’s Department of Youth and Community Development (DYCD) by contractual agreement. All ESOL instructors will be paid only the instructional hours he/she teaches under the contract requirements.

Key responsibilities include, but are not limited to:

- Planning, preparing and delivering ESOL training to adult immigrant and New American students through the NYC Department of Youth & Community Development (DYCD)
- Managing classroom paperwork – including student attendance sheets, progress notes, student works, make-up session schedules, etc.
- Assisting the Program Coordinator with student recruitment events
- Working with volunteers and teaching assistants for in-class support and supplemental learning opportunities
- Attending professional development sessions and monthly staff meetings
- Other duties as assigned by the Education Director

QUALIFICATIONS:

- Bachelor’s degree in Education, English, or related field, with a certificate in TEFL, TESOL, or related English field or Master’s degree preferred
- Minimum of 1 year teaching/classroom experience
- BEST Plus Test Administration Certificate preferred
- Experience with the immigrant community and adult students useful

COMPENSATION:
Competitive compensation commensurate with experience.
To apply, please send a copy of your cover letter and resume to careers@kcsny.org with the subject line “Education ESOL Instructor - Your Name”.
For more information about KCS, please visit www.kcsny.org.