ORGANIZATION: Korean Community Services of Metropolitan New York, Inc. (KCS)
POSITION TITLE: ESOL Instructor (Part-Time)
DEPARTMENT: Education
REPORTS TO: Education Director

ABOUT THE ORGANIZATION: Since 1973, our mission has been to serve as a bridge connecting Korean immigrants to the resources needed to overcome economic, health, and social barriers to becoming thriving members of society. Today, we serve the wider immigrant community, providing culturally competent programs and services focused on Senior Care, Education, Immigration and Civic Engagement, Health, and Workforce Development.

ABOUT THE POSITION: KCS is seeking a dynamic individual to provide English language instruction and training to adult immigrants and New American students enrolled in our Adult ESOL Program. 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 resume to tbaik@kcsny.org. For more information about KCS, please visit www.kcsny.org.