

Title	Digital Literacy ESOL Instructor- Temporary, Grant Funded
Reports to	Courtney Perron, Director Center for New Americans
Primary Location	YWCA NH, Center for New Americans (and online)
Work Hours	November 2021-August 2022 10/hours week, flexible course schedule with some courses taught in the evenings.
Compensation	\$26/hour
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Position Summary:

YWCA NH is currently seeking a Digital Literacy ESOL Instructor to assist the SNHU Center for New Americans in establishing and teaching a Digital Literacy course for English for Speakers of Other Languages (ESOL) program. This class will serve community adult ESOL learners in the Manchester, NH area. This position will manage the creation of course curriculum and implementation through in-person and virtual modalities using a Content-Based English Instruction approach. Courses may be taught either in person at the Center for New Americans in downtown Manchester, NH, or online. Four (4) eight to ten week sessions of this course will be offered through the project period. This is a temporary, grant-funded position for the year of 2021-2022.

Primary Duties and Responsibilities:

- Identify and implement appropriate student needs analysis prior to curriculum creation
- Lead the development and implementation of 8-10 week course curriculum in conjunction with the Director
- Create synchronous and asynchronous modalities of teaching including in-classroom instruction and an online video series to accompany in-person learning
- Manage all scheduling of classes and student testing
- Administer initial and ongoing assessments to measure student success
- Teach courses as scheduled
- Assess student work and provide timely feedback
- Use Google Classroom as a Learning Management System to support the course

Minimum Qualifications:

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- Experience developing and implementing virtual, digital, or hybrid (synchronous and asynchronous) ESOL courses
- Experience, lived or professional, in High School or Collegiate ESOL, ESOL Adult Education, or Immigrant and Refugee Services/ Education, or related field
- Highly organized with strong and sustained attention to detail and high standards
- Excellent written and verbal communication
- Strong analytical and problem-solving skills
- Advanced technological skills and willingness to adopt new technologies to achieve greater effectiveness and efficiency
- Preferences will be given to candidates possessing bilingual/ multilingual backgrounds.
- English fluency required.