



Employment Opportunities/ Job Openings

Part-time Lead Instructor Integrated English Literacy and Civics Education-Family Stabilization Program

Catholic Charities Atlanta is hiring a **part-time (28 hours) Lead Instructor for IELCE** classes for adults.

Minimum Requirements:

- Bachelor's Degree in relevant field; Master's Degree preferred
- Experience working with multicultural populations
- Direct experience in providing ESL or related classes for adults
- Ability to use both Microsoft Office (Word, Outlook, PowerPoint, Excel) and online databases

Preference will be given to those candidates with the following:

- TESOL Certificate
- BEST Plus and BEST Literacy Administration Training completed
- Familiarity with GALIS
- Experience with the recruitment, training and supervision of volunteers
- Bilingual in a relevant language

If interested, please email a **resume** and **cover letter** with "Lead Instructor IELCE" in the subject line to:

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: December 7, 2018

Catholic Charities Atlanta Job Description

POSITION TITLE: Lead Instructor (IELCE)
CATEGORY: Direct Service
PROGRAM ASSIGNMENT: Family Stabilization Program
CLASSIFICATION: Part-time, Supervisory, Non-exempt
JOB CODE: Scale Grade

QUALIFICATIONS:

General: Bachelor's Degree in relevant field required. TESOL Certificate preferred. Work with multicultural populations. Direct experience in providing ESL or related classes for adults. Ability to use both Microsoft Office (Word, Outlook, PowerPoint, Excel) and online databases.

Specific: Direct experience in providing ESL or related classes for adults required. Master's Degree preferred. Experience with the recruitment, training and supervision of volunteers helpful. Ability to use both Microsoft Office and online data entry; familiarity with GALIS a plus. Bilingual in a relevant language.

GENERAL RESPONSIBILITIES:

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta (separate document)

SPECIFIC RESPONSIBILITIES:

1. Assist with the development and implementation of IELCE curriculum, according to the stipulation of Agency policies and procedures, funding source regulations, and accepted "best practices".
2. Attend all required TCSG and departmental/agency meetings and trainings.
3. Conduct and interpret approved BEST assessments for all relevant NRS students when they enroll and after 60 hours of instruction, in order to meet funding source regulations.
4. Assist Adult Education Services Manager to maintain accurate, thorough and up to date case records on all clients, in accordance with Agency/Program policies and procedures and funder regulations. This can include SEPs and GALIS (online) data input of demographic information, goals, testing results, enrollment, attendance and conference notes for site students

Approved: January 21, 2016
Revised: June 21, 2017

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Lead Instructor IELCE)

5. Collect and maintain accurate documentation of volunteer hours, student program attendance, lesson summaries and student progress, as directed by immediate supervisor, QI process and funding source. Produce all necessary reports in a timely and professional manner.
6. Consistently meet identified benchmarks and outcomes as prescribed by immediate supervisor and funding source.
7. Under the direction of the Volunteer Resources Manager and the Adult Education Services Manager, assist with the, training, supervision and coordination of all volunteers at your site(s). Provide quarterly meetings/trainings with site volunteers to ensure compliance with program policies and procedures and use of accepted “best practices” in the field.

SUPERVISORY RESPONSIBILITIES: The Lead Instructor provides direct supervision to all instructors, volunteers and interns that work at his/her site.

ACCOUNTABILITY: The Lead Instructor reports directly to the Adult Education Services Manager.

COMMENTS: The work week is generally 28 hours per week when classes are in session, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities (see point 2 above). Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver’s license, reliable personal transportation and current auto coverage.

DISCLAIMER: This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

I have received a copy of my current job description:

(Employee)

(Date)

UPDATED: January 28, 2008; June 17, 2009; June 15, 2010; May 25, 2011; January 3, 2013; October 31, 2013; February 14, 2014, January 21, 2016; June 21, 2017