



TACOMA  
**COMMUNITYHOUSE**  
EDUCATION EMPLOYMENT IMMIGRATION ADVOCACY  
SINCE 1910

|                         |                             |                                    |                                   |
|-------------------------|-----------------------------|------------------------------------|-----------------------------------|
| <b>POSITION TITLE:</b>  | <u>Instructor (ELA/ABE)</u> | <b>REPORTS TO:</b>                 | <u>Education Services Manager</u> |
| <b>EMPLOYMENT TYPE:</b> | <u>Part-Time, Contract</u>  | <b>HOURLY RATE:</b>                | <u>\$35-\$38 DOE</u>              |
| <b>SCHEDULE:</b>        | <u>Mo-Th, 25-32hrs/wk</u>   | <b>ANTICIPATED CONTRACT DATES:</b> | <u>1/1/2023-4/1/2023</u>          |

**JOB SUMMARY:**

Tacoma Community House is a nationally respected, community-based service center for immigrants, refugees, and members of the South Sound community seeking enrichment and pathways to self-sufficiency. Since 1910, we have helped countless individuals gain the skills they need to transition out of poverty, navigate a new culture, and find personal and professional success.

The Education department offers affordable classes year-round, Monday through Thursday, at various times to accommodate students' schedules. English Language Acquisition (ELA) classes help adults improve their basic English listening, speaking, reading, and writing skills. Our Adult Basic Education (ABE) program helps students to advance their employment standing or to prepare for their high school equivalency tests by improving their skills in reading, writing, and math. Each of our programs offers instruction in computer use to prepare students for the ever increasing technology demands of the 21<sup>st</sup> century.

Instructors provide in-person classes in the morning and virtual instruction in the afternoon to ELA and ABE students. The Instructor works as part of a team to develop, update, and implement curriculum and is responsible for following program guidelines and record keeping requirements.

***Individuals with personal, shared, or lived experience as an immigrant or refugee are strongly encouraged to apply.***

**APPLICATION PROCESS**

Please e-mail a Cover Letter that specifically addresses how your background makes you the best fit for this position, your Resume, and three (3) References to [Jobs@TacomaCommunityHouse.org](mailto:Jobs@TacomaCommunityHouse.org).

**KEY RESPONSIBILITIES:**

- Provide classroom instruction, facilitate learning, and substitute as-needed
- Contribute to curriculum and assessment development
- Maintain accurate records and case notes in accordance with program requirements, including attendance, testing, quarterly achievement goals, timesheets, etc.
- Follow program guidelines and meet contracted outcomes for service delivery to ensure the success of students enrolled in program
- Update and create user sheets for Google Classroom and TCH Google platform
- Administer agency and program policies and procedures in a fair manner within the classroom
- Other duties as assigned

## **REQUIREMENTS**

### Personal –

- Passion for the mission and vision of Tacoma Community House
- Demonstrated ability to establish rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds
- Deep respect and compassion for underserved communities and adult learners
- Detail-oriented with high level of accuracy
- Dedication to maintaining confidentiality and the ability to determine how it must be applied
- A clear understanding of, and the ability to demonstrate, professional ethics, boundaries and judgment
- Desire to innovate and implement ideas resourcefully, as an individual contributor and within the team
- Willingness to admit mistakes and learn new things

### Experience & Skills –

- Bachelor's degree in education or related field
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for adults, and the measurement of training effects
- Knowledge of latest adult teaching methods, assessment theory, and instructional materials
- Experience developing curriculum and teaching adults
- Experience working with people from diverse cultural, educational, and economic backgrounds
- Knowledge of or experience working with students with learning disabilities
- Ability to work independently in a collaborative team environment
- Ability to organize and prioritize multiple projects and meet deadlines
- Highly proficient computer skills, including presentations, data entry, and word processing
- Ability to work collaboratively with community partners, including local colleges, government agencies, and other service providers

### Other –

- Willingness to submit a background check and openly discuss

## **PREFERRED QUALIFICATIONS**

- Bilingual/Multilingual
- Experience implementing program guidelines and establishing and maintaining effective working relationships with students
- Knowledge of and/or formal training the following areas: Equity, inclusion, and anti-racist practices; Cultural competency in issues faced by immigrants, refugees, youth and young adults, victims of crime, and LGBTQ individuals
- Knowledge of College and Career Readiness Standards
- Knowledge of Pierce County resources for low-income populations
- Knowledge and understanding of Pierce County's immigrant and refugee population
- Knowledge of databases, including Salesforce
- Knowledge of remote meeting technology such as Zoom and Microsoft Teams

## **PHYSICAL REQUIREMENTS & WORK CONDITIONS**

While performing the duties of this job, the employee is *regularly* required to:

- Remain in a stationary position for extended periods of time
- Present and/or instruct in front of up to 50 people in a classroom or virtually
- Operate a computer and other office equipment, such as copy machine or calculator

- Traverse around the building from one room to another
- Access files and/or supplies in cabinets and/or drawers close to the ground
- Communicate with coworkers and with students whose primary language may not be English
- Review electronic and physical data for accuracy

While performing the duties of this job, the employee may *occasionally* be required to:

- Transport up to 20 pounds at a time
- Access files and/or supplies in tall cabinets
- Use metal fasteners in file folders

This position works indoors, in both classroom and office settings, with low levels of noise. There may be opportunities for this position to work remotely on occasion, with supervisor approval and dependent on the needs of the department.

### **CONTRACT DETAILS**

Contract-based staff work according to the terms and requirements specified in a written agreement and are not eligible for fringe benefits, such as health or retirement benefits. They accrue one (1) hour of sick leave for every forty (40) hours worked per Washington State law and are paid an hourly rate on a semi-monthly basis for actual hours worked. The agency pays matching FICA, state industrial insurance, and unemployment taxes on behalf of the staff member.

### **We Are a Welcoming Workplace**

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

### **Tacoma Community House is an Equal Opportunity Employer**

In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodations are encouraged to call (253) 383-3951.