

## JOB DESCRIPTION



<b>POSITION TITLE:</b>	ELA/GED Instructor & Substitute Instructor	<b>DEPARTMENT /FUNDING:</b>	EDU
<b>EMPLOYMENT TYPE:</b>	Contract Staff-PT	<b>REPORTS TO:</b>	Director of Workforce Development
<b>HRS/WEEK:</b>	12-24	<b>HOURLY RATE:</b>	\$30-35/HR

REVIEWED 2023

### JOB SUMMARY:

Tacoma Community House is a highly regarded, community-driven service center dedicated to supporting immigrants, refugees, and individuals from the South Sound community in their quest for personal growth and empowerment. Established in 1910, we have been instrumental in equipping numerous individuals with the necessary skills to adapt to a new culture and achieve remarkable personal and professional accomplishments. Through our comprehensive programs and services, we inspire and enable individuals to forge their own paths to success and fulfillment.

The Education Department offers affordable, year-round classes for English learners, recognizing the diverse backgrounds and aspirations of those it serves. 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 mathematics.

As a highly regarded service center, Tacoma Community House's Education Department remains a beacon of hope and opportunity for those seeking to achieve personal growth and empowerment through gainful employment. Its legacy of success continues to make a profound impact on the lives of countless individuals, fostering a stronger, more inclusive community for all.

Our dedicated instructors offer both morning and afternoon in-person ELA classes, and we have exciting plans to expand our offerings to include evening classes in the near future. In addition, we provide ABE/GED classes in the mornings. Our instructors collaborate as a cohesive team, working together to create, refine, and deliver curriculum, all while adhering to program guidelines and maintaining meticulous records. As part of our agency's ongoing growth, we are actively building a pool of substitute instructors to further strengthen our team.

***We strongly encourage individuals with personal, shared, or lived experience as an immigrant, refugee, or formerly homeless young adult to apply for these positions. We recognize the value of diverse perspectives and believe that firsthand knowledge of the challenges faced by our participants will greatly contribute to the success of our organization.***

#### **KEY RESPONSIBILITIES:**

- Provide classroom instruction, facilitate learning, and substitute as needed
- Contribute to curriculum and assessment development as needed
- Maintain accurate records and case notes in accordance with program requirements, including attendance, testing, quarterly achievement goals, timesheets, etc
- Follow program guidelines and meet contractual outcomes for service delivery to ensure success of enrolled students
- Regular communication with the Education Team and consistent monitoring of emails
- Administer agency and program policies and procedures fairly 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
- Ability to multitask, while maintaining a high level of accuracy.
- Dedication to maintaining confidentiality and the ability to determine how it must be applied.
- Desire to innovate and implement ideas resourcefully, as an individual contributor and within the team.
- Commitment to inclusivity and equity, as a goal and an approach.
- High degree of emotional maturity and cultural competence as it relates to working with LGBTQIA+ populations, people of color, and at-risk youth and young adults.
- Willingness to admit mistakes and learn new things.

Experience & Skills –

- Bachelor's degree in education or related field
- Ability to multitask in a fast-paced environment

- Knowledge of principles and methods for teaching and instruction for adults
- Knowledge of latest adult teaching methods, assessment theory, and instructional materials
- Experience developing methods and teaching adult learners
- Experience working with people from diverse cultural, educational, and economic backgrounds
- Knowledge of or experience with working with students with learning disabilities or challenges
- Ability to meet deadlines
- Comprehensive computer proficiency, and experience with Microsoft Suite

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 clients
- Experience working with people from diverse cultural, educational, and economic backgrounds
- Experience working in a culturally diverse environment with people from a variety of cultural, educational, and economic backgrounds
- Knowledge of Pierce County resources for low-income populations
- Knowledge and understanding of Pierce County's immigrant and refugee population
- 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

### **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 or instruct in front of up to 30 people in a classroom or virtually
- Operate a computer and other office equipment, such as a copy machine or calculator
- Move around the building
- Access files and/or supplies in cabinets and/or drawers close to the ground
- Communicate with coworkers and with clients 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 primarily works indoors in an office environment but may also occasionally work outdoors. Noise levels may vary depending on the work environment. There may be opportunities for this position to work remotely on occasion and/or to work a flexible schedule, with supervisor's approval and depending on the needs of the department. Individuals in this position may be expected to navigate difficult and uncomfortable situations while working with participants who have suffered trauma.

### **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 one of the longest-serving nonprofits in Tacoma and is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. TCH is an equal opportunity employer and service provider and does not discriminate based on race, color, sex, age, religion, creed, disability, national origin, political or union affiliation, marital status, sexual orientation, Vietnam era veteran status or other non bona fide job requirement.

At Tacoma Community House, we firmly uphold the principles of equality and nondiscrimination in all our interactions with our staff, participants, and the broader community. We vehemently oppose discrimination based on 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. Our dedication to promoting inclusivity and diversity is unwavering, and we strive to create an environment where every individual is treated with respect and fairness.

### **CONTRACT DETAILS**

Contract-based staff are bound by the terms and conditions outlined in a formal written agreement and are not entitled to receive fringe benefits, such as health or retirement benefits. Additionally, in accordance with Washington State Law, contract staff will accumulate one (1)

hour of sick leave for every forty (40) hours worked. Compensation for contract staff is based on an hourly rate and is paid on a semi-monthly basis, reflecting the actual hours worked. Moreover, the agency assumes responsibility for matching FICA, state industrial insurance, unemployment, PFML, and WA State Cares taxes.

**HOW TO APPLY:**

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

Applicants in need of accommodation are encouraged to call (253) 383-3951. Tacoma Community House is an equal opportunity employer.