



Citizenship Teacher

Literacy Minnesota is seeking an individual for a part-time **Citizenship Teacher** position. This position is 5.5 hours per week (or 0.14 FTE). The core hours for this position include Saturday mornings, with the remainder of the hours flexible based on incumbent availability and program needs. Literacy Minnesota is a nonprofit organization dedicated to improving literacy through education, community building and advocacy.

Position Overview: The **Citizenship Teacher** teaches adult learners from around the world all aspects of the naturalization interview and provides support to volunteers working with small groups of adult learners. In addition to teaching, conducts student intakes, assessments, and student and volunteer recruitment. Fulfills USCIS grant requirements by collecting data and submitting it quarterly. Data includes student's green card information (A#), attendance hours, test scores, and naturalization interview results. This position reports to the Learning Centers Manager and collaborates with volunteers. Work environment consists of a typical classroom environment. Time spent on the computer is approximately 15%. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific responsibilities of the Citizenship Teacher include, but are not limited to:

Instruction and Learner Support - 70%

- Work with a provided curriculum to develop weekly lesson plans and provide high-quality instruction to Adult English language learners.
- Structure class/program to effectively utilize volunteer resources and to provide the best possible learning experience for adult learners.
- Adapt lessons to changing naturalization interview requirements.
- Document shareable curriculum units and maintain updated emergency sub plans.
- Coordinate with partners to refer learners to appropriate resources to support naturalization, including legal screenings.

Assessment and Record-keeping - 10%

- Assess students' language level and gains in learning English by using CASAS assessment tools.
- Complete an educational plan and intake form for each learner.
- Maintain student files, document student achievements, student attendance hours, and new enrollment.
- Follow grant-required procedures and provide all required information for quarterly reporting.

Outreach and Departmental Work Plan - 5%

- Recruit learners and volunteers for program using a variety of methods including, but not limited to, personally contacting potential learners in the neighborhood, posting flyers, contacting community organizations, speaking at community meetings and gatherings, and using print and broadcast media.
- Contribute to the development and execution of the Learning Centers' annual work plan.

Volunteer Collaboration - 5%

- Provide instructional materials and guidance to volunteers working with small groups of adult learners. Provide other support as necessary.
- Track volunteer hours.

Staff Coordination - 5%

- Participate in occasional Citizenship team meetings as able.
- Meet with supervisor at least quarterly.
- Participate in various staff development projects including annual teacher peer observations.
- Additional staff trainings and meetings as assigned.

Additional Duties - 5%

- Assist with special projects as requested or other duties as assigned.
- Support organizational diversity, equity and inclusion (DEI) goals by fostering an inclusive environment, and actively participating in and achieving organizational and personal DEI goals.

Qualifications for this position include:

Required:

- Bachelor's degree in Education or related field and minimum 1 year experience teaching ESL or TEFL; or equivalent combination of experience and education.
- Comprehensive understanding of ESL/ABE and adult learning; thorough knowledge of effective teaching methods of adult learners.
- Ability to relate effectively with people of other cultures and varying educational backgrounds; ability to respond effectively to individual and cultural needs, as well as learning styles.
- Able to effectively use computers and related technology.

Preferred:

- Master's in ESL, TESOL, or related field preferred.
- TEFL certification or ABE licensure strongly preferred.
- Able to work independently in a collaborative, fast-paced, adaptable environment.
- Detail-oriented, and skilled in gathering, organizing, and maintaining a wide variety of data.
- Skilled in volunteer mentoring and supervision.
- Good judgment, resourcefulness and initiative.
- Excellent verbal, written and interpersonal skills.
- Multilingual speaker preferred.
- Ability to work hours required by specific position.
- Demonstrated DEI-focused work style, including engagement in organizational and personal DEI goals.

Compensation: starting pay rate between \$22.00 – 24.44 per hour (commensurate with experience). At 5.5 hours per week this position is not benefits-eligible, but will accrue Paid Time Off (PTO) and be eligible for paid holidays.

To apply: Please email cover letter and resume with **Citizenship Teacher** in the subject line to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Friday, December 2, 2022**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from members of BIPOC communities, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**