



Position Title: On-Call Substitute ELL (English Language Learner) Teacher
Reports to: English Language Learner (ELL) Program Manager
Status: On-Call
Position Start Date: December 1, 2009
Position Summary: Teach daytime ELL classes for diverse immigrants and refugees from around the world and coordinate English Language Learner (ELL) classes with volunteer teachers.

Responsibilities:

- Teach ELL class lessons prepared by regular staff member
- Take class attendance
- Complete Substitute Report for regular staff member
- Other program-specific duties as assigned by the ELL Program Manager

Qualifications:

- Bachelor's degree (preferred areas include ESL and Education)
- 1-3 years of experience working with immigrants and refugees, preferably in Adult Basic Education (ESL, GED, etc.)
- Excellent interpersonal, verbal, and written communication skills in English
- Bilingual in other language such as Hmong, Laotian, Thai, Somali, Amharic, Oromo, Arabic or Spanish helpful but not required
- Ability to work collaboratively in a team environment and with persons of diverse racial, economic, and ethnic backgrounds
- Ability to balance multiple projects and priorities

Compensation: starting at \$13.80 per hour DOQ

For consideration, please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 East Robie Street, St. Paul, MN 55107; Fax: 651-789-2510; Email: human resources @ neighb.org. Position Posted: 11/21/09; Closing date 11/28/09

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

NH 11/09