

**Part-Time: ESL Citizenship Teacher Job Description:**

Purpose: To teach Legal Permanent Residents (LPRs) who are limited English Proficient students English and Civics to prepare them for the Naturalization exam and interview.

**Responsibilities:**

1. Assesses student English level and develop an individual plan for each English Learner, monitors, and updates plans as needed.
2. Teaches students utilizing current effective teaching methods.
3. Administers and/or coordinates administration of proficiency tests. Assist in recording and interprets proficiency test results.
4. Maintains/monitors records of students.
5. Designs and produces teaching materials and adapts existing materials.
6. Attends meetings and cooperates with bilingual classroom volunteers.
7. Complies with funding regulations regarding ESL/Citizenship records, reports, and services.

**Goals:**

1. Clients receive effective, quality service in a timely, professional manner; and
2. BPSOS-Houston is well-represented among public and private agencies;

**Requirements:**

1. Bachelor Degree in areas of Education, English or Linguistics OR Valid Teacher's Certificate in English as a Second Language
2. One or more years teaching experience in a respected adult literacy program
3. Knowledge of effective strategies for academic learning.
4. Team Leadership experience.
5. Experience in designing and producing teaching materials.
6. Experience in administering standardized assessment (such as the Comprehensive Adult Student Assessment System – CASAS) but not required, will train.
7. Excellent oral, written and interpersonal communication skills.
8. Sensitivity to needs of low-income and culturally diverse client population.
9. Computer literacy.
10. English and Vietnamese fluency.

**Location:** Houston, TX

**To apply:** Send cover letter, resume and list of three professional references to:  
Human Resources: [trish.nguyen@bpsos.org](mailto:trish.nguyen@bpsos.org)

*BPSOS is an equal opportunity employer*