

LITERACY PARTNERS

Position Title: ESOL Teacher (Contractor)

Status: Independent Contractor

Location: New York, NY

About Literacy Partners

Literacy Partners advances literacy two generations at a time, by supporting adults, parents, and caregivers in nurturing the literacy skills they and the children in their lives need to thrive. We envision a world in which everyone has the literacy skills necessary to create social and economic opportunities for themselves, their children, and their communities.

Learn more about Literacy Partners: www.literacypartners.org

About the English For Parents (EFP) Program

The English For Parents (EFP) program includes English language lessons for adult students who are parents of young children. Meeting in-person and online, our innovative program is supplemented by volunteers who support speaking and vocabulary activities both in and outside of the classroom, as well as frequent Parent Workshops that are team-taught.

The program builds upon parent knowledge with a focus on child development and health access for the whole family. Classes improve functional English skills and parent-child bonding while modeling and supporting family reading habits. Participants are provided support for accessing additional social services, to ensure they stay on track for success.

Position Responsibilities

The ESOL Teacher will work as an independent contractor for approximately 30 hours per week during instructional weeks.

The contractor will:

- Teach three classes from September through June: two in-person classes and one online class serving adult learners in the Bronx
- Provide 18 hours of instruction per week, calculated as six instructional hours per class
- Complete 12 hours of preparation and administrative responsibilities per week, calculated as four hours per class

- Teach in person in the Bronx from 9:00 a.m.–1:30 p.m. on Monday, Wednesday, and Thursday
- Participate in required student testing during designated weeks when classes are not in session

Additional Responsibilities

- Collaborate with the ESOL teaching team and Program Manager to develop, adapt, and deliver level-appropriate, contextualized lesson plans that address diverse learning styles
- Implement and scaffold the curriculum framework for adult learners and provide ongoing feedback on the newly piloted framework
- Collaborate with the Health Equity Manager and support staff to help address parents' and caregivers' non-academic needs, including providing weekly updates on referral needs to support effective care management
- Facilitate in-class volunteer and intern activities and integrate them meaningfully into lessons
- Complete a brief weekly volunteer activity summary documenting volunteer participation, what worked well, what did not work well, and possible adjustments
- Report on key indicators of student progress using BEST Plus testing, registration data, and student surveys
- Submit required daily, weekly, and monthly reports, including test results, registration and attendance rosters, and required funder database entries
- Administer pre- and post-surveys and complete a weekly curriculum log to capture feedback and inform program improvements
- Attend monthly Community of Practice sessions to identify parents' and caregivers' urgent needs and help plan quarterly sessions that respond to those needs, such as school registration, know-your-rights information, and language access

Qualifications and Requirements

- Minimum two-year experience teaching ESOL to adult students (preferably parents of young children and lower-level learners)
- Bachelor's Degree in a related field (e.g., Education, TESOL, Public Health, Social Work)
- TESOL certification required, Master's Degree in TESOL preferred
- Best Plus 3.0 certification preferred
- Proficiency in Zoom and online instruction
- Experience creating and developing culturally relevant, appreciative, and representative curriculum and content that center the lives of the parents in the ESOL classroom
- Bilingual in English and Spanish
- Strong communication and interpersonal abilities

Compensation

Teaching Weeks

- Approximately 30 instructional weeks from September through June
- Approximately 30 hours per week at \$50 per hour

- Includes teaching, preparation, communication with students, meetings and administrative responsibilities

Testing Weeks

- Approximately three weeks when classes are not in session
- 12 hours per week of preparation and administrative tasks at \$50 per hour
- Approximately 36 hours of BEST Plus 3.0 student testing during FY27 at \$30 per hour

Actual hours may vary based on enrollment, testing needs, program requirements, and the final program calendar. Summer testing is not included in this position.

How to Apply: Send a resume with a thoughtful cover letter attached to job@literacypartners.org. Put “ESOL Teacher (Contractor)” with your name in the subject line. Interviews will be granted on a rolling basis until the position is filled.