



**Mission: Connect and educate Latina families to transform lives and our Yakima Valley.**

**¡Únete a nuestro equipo!**

**¿Quién somos?**

La Casa Hogar connects and educates Latina families, to transform lives and our Yakima Valley. Our exciting and dynamic organization partners with more than 1000 families annually by offering Adult Education, Early Learning, and Citizenship Services as methods for larger confidence & movement building.

*“La Casa Hogar es un lugar donde puedes llegar y sentir que es un lugar donde recibes apoyo y te dirigen por los caminos correctos, para que sigas educándote, fortaleciéndote, y seguir sin miedo para lograr tus metas, y te dan mucho apoyo. Gracias a La Casa Hogar por existir.” -Mireya, estudiante, voluntaria y ahora, miembro del equipo por más de 20 años.*

**Nuestros valores:** Empatía, respeto, relación y confianza, autenticidad, justicia y equidad. Identidad y dignidad, relación y comunidad, compasión y justicia, esperanza y promesa.

**¿Qué te ofrecemos?**

- Numerous formal & informal opportunities for personal, professional and leadership development,
- Un espacio donde se te animará a encontrar tu voz y auto-empoderamiento,
- Opportunities to participate in collective decision-making processes and use your voice and presence to create meaningful change in your community,
- Advocacy opportunities to change unjust systems,
- Un ambiente de trabajo bilingüe y acogedor con muchas oportunidades para reír, bailar y celebrar en comunidad,
- A work environment where the joys and challenges of balancing work, family, and personal time are understood and supported, and
- Un espacio seguro y de sanación para aprender sobre el racismo y los sistemas de opresión y cómo nosotros trabajamos colectivamente para desmantelar estos sistemas injustos externamente e internamente.

**POSITION DESCRIPTION: Citizenship & English as a Second Language Teacher**

<p><u>Supervised by:</u> Citizenship Education Manager &amp; Adult Education Manager</p>	<p><u>Exemption Status:</u> Full-time, Nonexempt</p> <p><u>Hours:</u> 40 hours per week required; morning and evening work hours, schedule to be determined with employee upon hiring.</p>
<p><u>Hourly starting wage:</u> \$18-\$20/hour (depending on experience)</p>	<p><u>Benefits:</u> 2 weeks of paid vacation time, 2 weeks of paid sick/wellness time, \$3,500 health stipend/year, 14 paid holidays annually, and 3% retirement stipend.</p>

**WORK SCOPE SUMMARY**

The Citizenship and English as a Second Language (ESL) Teacher is responsible for preparing Lawful Permanent Residents for the Naturalization test/interview and improving the English language skills of Latina immigrants in the Yakima Valley. This bilingual individual shares a passion and commitment for working with and teaching adult, Spanish-speaking, Latina immigrants and farm working families. This position is split 50/50 between La Casa’s Citizenship Program and Adult Education Program. Core duties include: creating a safe and welcoming learning environment, teaching morning and evening Citizenship and ESL classes, implementing La Casa’s curriculum and creating and facilitating engaging lessons and learning activities for multi-level adult learners, and assessing, tracking and reporting students’ learning progress. This individual has knowledge of and/or is willing to learn the citizenship

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process and requirements. Additionally, this individual actively seeks to learn and implement best practices and strategies for teaching and supporting adult English language learners following Popular Education philosophy and methodology.

If you feel that your experience fits the description for this position, we invite you to send us your résumé and cover letter for review. Send your résumé and cover letter to Angelica Reyes and Mireya Chavez at [Angelica@lacasahogar.org](mailto:Angelica@lacasahogar.org) [Mireya@lacasahogar.org](mailto:Mireya@lacasahogar.org). For questions call Angelica or Mireya at 509-457-5058.

### JOB DUTIES

#### Teaching Citizenship Classes:

- Support lawful permanent residents, volunteers, and citizenship instructors. Support may include (but is not limited to): teaching citizenship classes 2 times per week, offering direct tutoring to students, and corresponding with citizenship students and volunteers between classes,
- Collect and tracks attendance, outcomes and student data, and works with the citizenship team to ensure all data is accurately entered and tracked in La Casa's database,
- Learn and understands the citizenship process, eligibility requirements, and required knowledge of US History and Civics,
- Implement La Casa's *Ciudadanos Exitosos* citizenship curriculum and citizenship program model
- Create engaging lessons and activities to support students' citizenship and English language learning, and assessment tools to track students' progress,
- In partnership with Citizenship Education Manager, recruit and train citizenship volunteers,
- Create and support civic engagement opportunities and engage citizenship students and volunteers,
- Maintain a working knowledge and is aware of current and new significant immigration policies, laws, trends and changes that impact the citizenship program and La Casa's immigrant students, and
- Perform other tasks as required and directed by direct supervisor.

#### Teaching ESL Classes:

- Teach morning and evening multi-level ESL classes,
- Pilot, implement, and evaluate La Casa's newly created ESL curriculum and create supplemental teaching materials to support students' learning,
- Create assessments tools and track students' learning progress,
- Create lessons and learning activities that are multi-level and are culturally responsive to the Latina immigrant community La Casa serves,
- Collect and track attendance, learning outcomes, and student data,
- Learn and implement best practices and strategies for teaching and supporting adult English language learners following Popular Education philosophy and methodology, and
- Perform other tasks as required and directed by direct supervisor.

#### General: The tasks below are requested and expected of all staff members at La Casa Hogar:

- Maintain positive attitude and builds effective working relationships with La Casa team members,
- Regularly communicate needs to direct supervisors,
- Actively participate in team-wide trainings, staff meetings, & organizational discussions,
- Create & contribute to a positive, collaborative, multi-cultural & non-discriminatory environment,

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- Complete timesheet timely and accurately,
- Effectively understand and/or seeks to learn about our student community and local needs,
- Continually pursue education & training opportunities to advance in the Citizenship and ESL Teacher role
- Maintain confidentiality with all financial, donor, student and volunteer information,
- Continuously pursue technology education,
- Try to trouble-shoot their own technology issues, then contacts direct supervisor for support,
- Assist in maintaining La Casa's property and buildings,
- Assist with grant writing and annual fundraising events as supervised by Gerente de Desarrollo y Eventos
- Attend community resource fairs to share information about La Casa Hogar as needed, and
- Offer informational presentations to local businesses, companies, universities and other locations.

## QUALIFICATIONS

**Education and Experience:** Bachelor's Degree in education or equivalent prior (5 year) work experience teaching adult English language learners. Bilingual Spanish/English (writing, speaking, listening) and bicultural required. Experience working with immigrant communities required.

**Other skills and qualities:** Self-directed, open to learning, critical thinking and strong attention to detail required. Excellent written and oral communication skills. Strong organizational skills. Experience using Microsoft Excel, Microsoft Word required. Some data entry experience needed. A person with passion and willingness to pursue personal development of skills and capacity, learn new skills, think critically, be self-directed, and follow-through on planning and organizing tasks will succeed in this position. All team members at La Casa Hogar offer compassion and empathy to team members and students.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

1. Physical requirements: climbing stairs, reaching, standing, sitting, walking, typing, talking, hearing, seeing, and repetitive motions.
2. This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.
3. Some travel and working on weekends may be required to attend trainings or staff retreats.

*La Casa Hogar is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, age, sex, sexual orientation, marital or familial status, national origin, alienage or citizenship or disability.*