Korean Community Services of Metropolitan New York, Inc.

Position title	Department & Location	Reports to
ESOL Instructor	Education 38-24 149th St, Flushing, NY 11354	Senior Program Manager
Employment status	**FLSA status**	**Effective date**
☐ Full-time ☒ Part-time ☐ Temporary	☒ Nonexempt ☐ Exempt	09/29/2025

Position Summary

The ESOL Instructor is responsible for teaching English to speakers of other languages, focusing on improving their reading, writing, speaking, and listening skills. The instructor will develop lesson plans that cater to the needs of the adult learners, particularly those from the Asian Community, and will employ various teaching methods to ensure effective learning. The role involves assessing students' progress, providing feedback, and adapting teaching strategies to meet diverse learning needs.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Instructional Delivery: Plan, prepare, and deliver high-quality ESOL training to adult students as outlined by the NYC Department of Youth & Community Development (DYCD) and/or the New York State Office of New Americans (NYS ONA).
- Classroom Management: Oversee all classroom paperwork including attendance sheets, progress reports, and educational materials. Organize make-up sessions and handle classroom logistics.
- In Person Instruction: Must be onsite for all in person scheduled classes.
- Online Instruction: Skilled in conducting classes virtually.
- Effective Time Management: Ensures punctuality by arriving at least five minutes before class begins.
- Student Support: Assist in the recruitment and retention of students, enhancing their educational experience by collaborating closely with volunteers and teaching assistants.
- Professional Development: Engage in ongoing professional development and attend staff meetings to maintain and improve instructional skills.
- Collaborative Efforts: Work collaboratively with program staff and other instructors to enhance curriculum delivery and address student needs effectively.
- Assess students' language proficiency and progress.
- Provide feedback and support to students to enhance their learning experience.

- Adapt teaching methods to accommodate different learning styles and cultural backgrounds.
- Maintain accurate records of student attendance and progress.
- Collaborate with other instructors and staff to improve program offerings.
- Develop an appropriate classroom management system to support the goals and developmental level of the children in the classroom.

Education and Experience Requirements

- Educational Requirements: Bachelor's degree in education, English, or a related field is required. A master's degree or a certificate in TEFL, TESOL, or a related field is preferred.
- Experience Requirements: At least one year of classroom teaching experience, preferably in an adult learning environment. Familiarity with the immigrant community and their educational needs is highly valued.
- Certifications: BEST Plus Test Administration Certificate is preferred but not mandatory.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Knowledge

- Education and Training: Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- English Language: Knowledge of the structure of and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Cultural Sensitivity: Understanding of cultural differences and ability to work effectively with individuals from diverse backgrounds.

Abilities

- Ability to communicate effectively verbally and in writing.
- Technology Support: Must be able to provide technical support to ESOL students.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Skills

- Skills: Strong organizational and communication skills are essential, along with the ability to create a supportive and inclusive classroom environment.
- Technology Support: Must be able to provide technical support to ESOL students.
- Social Skills: Actively looking for ways to help people. Teaching others how to do something. Being aware of others' reactions and understanding why they react the way they do.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Must be able to stand and walk a considerable amount of time, almost the entire workday.
- Ability to reach and bend to assist students and maintain classroom setup.
- Carry and lift supplies or objects up to 25 lbs.
- Have hand dexterity to use the computer, office equipment, books, and assist students with activities.
- Fluent in the English language with effective communication skills with the ability to hear, speak, see and be understood.
- Ability to handle crisis situations and respond immediately to emergency situations.
- Works in a noisy environment at times with bright lighting.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Job Description Acknowledgment

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

HEADQUARTERS
(ADC | EDUCATION | HR | IMMIGRATION | PHRC | WF Develop.)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

100 Grove St,
Tenafly, NJ 07670
Tel : 201-541-1200

OLDER ADULT CENTER

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

PUBLIC HEALTH AND RESEARCH CENTER (1)

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

PUBLIC HEALTH AND RESEARCH CENTER (2)

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

154-05 Northern Blvd., #301-A
Flushing, NY 11354
Tel: 718-939-6137

WORKFORCE DEVELOPMENT

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

410 Broad Ave. #201,
Palisades Park, NJ. 07650
Tel: 201-429-2866

MENTAL HEALTH CLINIC

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540

35-56 159th St., #2fl
Flushing, NY. 11358
Tel: 718-939-6137

410 Broad Ave. #201,
Palisades Park, NJ. 07650
Tel: 201-429-2866