

JOB TITLE: ESL Assistant

DEPARTMENT: ESL

REPORTS TO: Rita Simpson-Vlach

POSITION: Testing Administrator

PURPOSE/SCOPE OF RESPONSIBILITIES

Jewish Family Services of Washtenaw County seeks a part-time assistant to schedule and proctor computerized pre- and post-tests for ESL students, and assist with administrative tasks.

Duties include:

1. Explaining test requirements to students with varying levels of English proficiency, literacy, and computer skills.
2. Communicating with registered students by email, text, or phone to schedule test appointments.
3. Registering students into the test-taking portal and proctoring test-takers individually or in small groups.
4. Data entry, report generation, and other administrative tasks relating to student attendance, test results, and record keeping.
5. Time commitment: 10 to 15 hours/week, to include both morning and afternoon shifts, primarily Tuesday-Friday.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Experience teaching or tutoring English as a Second Language, special education, foreign languages, or language arts.
2. Comfortable communicating with adults from varied educational and first language backgrounds.
3. Spreadsheet and data entry experience, with strong attention to detail and accuracy.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Ability to tutor beginning ESL students occasionally when needed.
2. Interest in working for a social service agency.
3. Experience working with English learners, refugees, or immigrants.

QUALIFICATIONS

Bachelor's degree. Teaching or tutoring experience.

Data entry/spreadsheet/computer skills.

Schedule:

5- to 7-hour shifts 3 days/week, to include Fridays; between 15 and 20 hours per week.

Monday to Friday

Education:

Bachelor's (Preferred)

Experience:

Teaching: 1 year (Preferred)

Language: English (Preferred)

Working knowledge of another language desired but not required (especially: Arabic, Spanish, Russian, Dari, Pashto, Swahili)