

Delco Literacy - ESL Instructor (Part-time)

About Delco Literacy (Delaware County Literacy Council/DCLC)

Delco Literacy is a nonprofit organization providing free literacy services to local adults since 1975. Our programs are offered free of charge to adults who wish to improve their reading, writing, math, and English language skills so they can thrive in the workplace and community. DCLC is a leader in creating a community of lifelong learners and is recognized as an expert educational resource and valued community partner.

Mission

Delco Literacy empowers adults to thrive in their workplaces and communities by providing practical literacy and learning experiences.

Vision

Every adult in Delaware County has access to excellent literacy and learning opportunities.

Our Values

- Community – We build connections that strengthen and uplift.
- Collaboration – We work together toward shared goals.
- Opportunity – We create pathways for growth and success.
- Flexibility – We adapt to meet evolving needs.
- Hope – We believe in every learner's potential.

Position Overview

We are seeking a part-time ESL Instructor to join our dedicated team in delivering high-quality English instruction to adult learners from diverse backgrounds, cultures, and countries. This role combines structured teaching with individualized support, helping students develop the language skills they need to achieve their educational, workplace, and community goals. Instructors teach up to 10 hours per week (four classes), and play an active role in fostering the supportive, collaborative, and opportunity-focused learning environment that reflects our mission and values.

Key Responsibilities

- Prepare and deliver ESL lessons aligned with PA College and Career Readiness Standards and PA Foundation Skills, in both in-person and remote settings.
- Foster a structured, welcoming, and supportive classroom environment.
- Attend required teacher meetings and complete professional development activities.
- Submit weekly lesson plans and key student data (attendance, goals, barriers to participation).
- Analyze student assessment data to inform and improve instruction.
- Maintain student engagement through regular contact regarding attendance, participation, and class updates.

- Refer students to support staff when appropriate.
- Communicate actively with supervisors and colleagues via email and Microsoft Teams.
- Assist with student orientations and assessments.
- Represent DCLC at internal and external events, including the annual fundraising event and community recruitment activities.
- Contribute to administrative projects as needed.
- Perform other duties as assigned by the supervisor.

Qualifications of Ideal Candidate

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Bachelor's degree.
- Previous teaching experience in a comparable role.
- Proficiency or willingness to learn: Microsoft 365, SharePoint, Office, Zoom, Google Classroom, ReadWorks.
- Strong time management and communication skills.
- Flexibility and adaptability in a changing environment.
- Cultural awareness and sensitivity.
- Ability to connect students with support services.
- Experience working with adult learners and English language learners.
- Familiarity with PA College and Career Readiness Standards and PA Foundation Skills.

Please note: To ensure we can bring literacy and learning opportunities to every corner of Delaware County, candidates must have a reliable car and a valid driver's license.

Benefits

Delco Literacy is closed for 10 federal holidays and for a one-week Winter Break

- All Delco Literacy instructors are paid for up to 30% planning time for each class they teach as well as any meetings/special events they attend
- Retirement savings plan with up to 3% annual salary match

Policy of Nondiscrimination

Delco Literacy is an equal opportunity employer. We provide equal opportunities without regard to race, color, religion, national origin, sexual preference, age, or disability. We strongly encourage applications from individuals who reflect the diversity of the communities we serve, including people of color, LGBTQ+ individuals, people with disabilities, and others from historically marginalized backgrounds.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Send resumes to: Stephanie Korber, Director of Programs, skorber@delcoliteracy.org.