

OREGON HUMAN DEVELOPMENT CORPORATION

REQUEST FOR QUALIFICATIONS (RFQ)

TO PROVIDE

WORKPLACE ESL INSTRUCTORS (Three Positions/Locations)

COMPENSATION: Contract Service, \$120 per session

LOCATION: Hillsboro, Gresham and Woodburn, Oregon

APPLICATION DEADLINE: December 28, 2009 5:00pm

GENERAL DESCRIPTION OF ESL SERVICES: OHDC is seeking ESL Instructors that have experience and knowledge about adult learning to teach Workplace ESL classes offered as part of a workforce development program. Workplace ESL courses are designed to help disadvantaged migrant and seasonal farmworker attain basic-level Workplace English language skills (listening, speaking, reading and writing). These classes will enhance training and employment opportunities for disadvantaged adult migrant and seasonal farmworker enrolled in specialized farmworker programs.

SPECIFIC RESPONSIBILITIES:

ESL instructors will deliver adult Workplace English as a Second Language curriculum-planning, designing and applying lessons accordingly. Emphasis will be given to ensuring that students are familiar with completion of employment applications and vocational related vocabulary. Instructors must be able to simultaneously instruct a class of students at multiple levels of ESL. Instructors must be comfortable using a variety of teaching strategies that promote learning and success for a diverse student population and work collaboratively with Program Coordinators to address individual and group educational needs. ESL instructors are responsible for providing Workplace English instruction for 3 hour sessions, two days a week. Classes are to be held January 5th, 2010 through September 30, 2010.

QUALIFICATIONS: Applicants should have the education and/or demonstrated ability to perform the outlined tasks below. Minimum Qualifications:

1. Applicants must have the education and /or demonstrated ability to perform the above outlined tasks. An appropriate credential or endorsement for English language development or instruction is preferred.
2. Must demonstrate bilingual Spanish speaking and writing ability and knowledge of bicultural factors related to the Latino farmworker population.
3. Minimum 1 year experience working as ESL Instructor. Experience teaching English vocabulary, reading and grammar to adult and under-prepared non-native speakers of English.

4. Ability to teach courses two evenings (6-9PM) per week.
5. Experience developing curriculum for a variety of learning styles and using different delivery systems.
6. Must demonstrate knowledge of employment and training programs to include vocational and workplace related needs to be addressed in Workplace ESL curriculum.

APPLICATION REQUIREMENTS:

1. A cover letter briefly describing your qualifications, skills and abilities as they relate to the position description above.
2. A current resume of relevant work experience, formal education and training.

SUBMIT APPLICATION TO: Chris Evans
Community Resources Program Manager
Oregon Human Development Corporation
9600 SW Oak Street, Suite 565
Tigard, OR 97223

OR EMAIL TO:

cevans@ohdc.org

APPLICATIONS MUST BE RECEIVED NO LATER THAN 5:00 PM DECEMBER 28, 2009
IN ORDER TO BE CONSIDERED.

OHDC is an Equal Opportunity Program/Employer.