



Hispanic Unity of Florida
Job Description

Job Title: Citizenship Class Instructor
Reports To: Director, Civic Engagement
Classification: Non – Exempt
Schedule: Mostly evenings – from 4:30 to 8:00pm – 25 hours a week
Dated Released: May 2023

Summary:

The Citizenship Class Instructor is responsible for leading and conducting routing group citizenship education classes to develop the Pathways to Citizenship Program.

The Citizenship Class Instructor leads class preparation: collects data and will engage students to finalize the intensive citizenship preparation for the interview process. This person is responsible for accurate record attendance data and students progress evaluation. This person will track student's outcomes and submit monthly performance reports to Associate Director.

Essential Duties:

- Perform educational routine group classes. Facilitate Citizenship instruction including ESOL for Citizenship.
 - Lead mock sessions, role plays to the topic of the naturalization process and civic engagement
- Determines participant's eligibility to the Citizenship class, obtains participant's personal information and perform comprehensive assessment
- Perform CASAS Test to students and measure English proficiency.
- Conduct Citizenship CASAS Test and measure gains of knowledge.
- Follow up case status
- Prepare class sessions and adequate materials per each class session.

Other Duties:

- Enters participant information into attendance forms
- Explain USCIS eligibility rules and regulations, participant rights and responsibilities, and use of the program during naturalization process.
- Identify participants with potential problems or special needs and refers participants to ESOL classes or any immigration professional staff or to appropriate community resources as required;
- Suggest program materials, supplies, books and videos for the program.
- Participate on update trainings
- Communicate with Program Manager and Citizenship Program Assistant on progress of program, compile data and information to be used in demographics for the program
- Participate and promote Hispanic Unity a Social Services Agency.

- Perform related duties as required.

Qualifications:

The ideal candidate will have an bachelor's degree and a minimum of 5 years experience in adult education, and two years of ESOL teaching experience. Strong written and oral communication skills in Spanish and English are required. This position requires strong organizational skills and abilities. Proficiency in Microsoft Excel, Word and is a must.

Updated: May 2023
Magaly Alvarado
Director, Civic Engagement