

CITY OF BARTLESVILLE

Assistant ESL Literacy (Part-time) - Library



Job Title: Assistant ESL Literacy Coordinator

Job Category: Bartlesville Public Library Literacy Services, Business Administrative Support/Computer Applications/Teaching

Education Requirements: Must speak Spanish Fluently; equivalent of office administration/teaching experience is preferred, but Associate's Degree will be considered; High School degree is required.

Job Description:

- This job requires employee to be the liaison between the BPL Literacy program and the local immigrant community.
- Understanding of confidentiality issues and diversity is essential.
- Good listening, problem solving, and conflict resolution skills required.
- Attend various meetings with and without Literacy Coordinator as required, and represent the Literacy program as appropriate.
- Provide technology assistance, citizenship classes, small group, conversation classes, Spanish Classes and one-on-one tutoring.
- Help adult learners prepare for the citizenship test.
- Assist the Literacy Coordinator update data and submit reports to ODL and IMLS.
- Provide assistance with office equipment, including computers, tablets, and various other technology.
- Files paperwork as needed and keeps data for all classes.
- Must be willing to work evenings and split shifts.
- Work closely with the Literacy Coordinator and other staff to complete all tasks as needed. May be assigned other duties as appropriate.

While performing the essential functions of the job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb, balance, stoop, kneel or crawl, or any other duty required from the Literacy Staff. While performing the essential functions of this job the employee is required to lift and or move up to 25 pounds.

HOW TO APPLY : Submit Application at the City of Bartlesville Job's website. Link listed below:
<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications from September 14, 2021 through October 5, 2021 or until filled

Part Time Pay Rate: \$11.00 /hour - 23 hours per week.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville 401 S. Johnstone Ave, Bartlesville, OK 74003 / 918-338-4221