

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Vocational English Language (VEL) Instructor	Grade: 6	
Reports To: Chef Instructor	FLSA Status: Non-Exempt	
Supervises: None	Date Written:	Date Revised:
	9/2016	12/2019

POSITION SUMMARY

The VEL Instructor reports to the Chef Instructor and provides vocational English lessons to job training participants and act as an interpreter for the job training instructor during facilitation of the training programming. (S)he works closely with the Chef Instructor on coordinating individual service plans that support students successfully completing job training program. In addition, (s)he will work collectively with employment staff to prepare and place students in training-related jobs. (S)he will also develop and support program-related initiatives, collaborations, special projects, etc. to promote the students and job training program to the community, employers, potential funders and supporters. Provide support to other CASL English language programs as needed.

DUTIES AND RESPONSIBILITIES

- Develops, implements and modifies (as needed) vocational English language curriculum to meet the training needs of job training participants. This include preparing lesson plans, developing teaching materials & methods and recommending program changes to both regular VEL and Head Start EL as needed.
- Acts as an interpreter/liason between the Chef Instructor and job training participants.
- Familiarizes students with various job interview skills through drill-and-practice strategy.
- Works closely with the Chef Instructor for coordination of each student's overall service plan.
- In collaboration with Adult Employment staff, provides job and career counseling to the job training students; and accompany students to job interviews as needed.
- Collaborates with Adult Employment Program Coordinator and Chef Instructor in assessing student proficiency, recruiting qualified students, and evaluating students' progress and job readiness.
- Maintains regular communication with employment coordinators/counselors and job developers; discusses participants' program performance and progress with appropriate employment staff.
- Prepares reports and performs student record keeping functions as required by the program and the agency.

- Serves as the lead assistant to the Chef Instructor to coordinate and prepare food products in special events. This includes providing instruction to job training students per the request of the Chef Instructor.
 - Develops, coordinates and manages the student alumni club.
 - Work with all CASL employment staff to manage and maintain current records on alumni club members.
 - Interprets agency policies and services to individuals or community groups.
 - Substitutes as the Chef Instructor in the absence of Chef Instructor.
 - Coordinate and escort students on training-related field trips.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- B. A. Degree from an accredited university required.
- Minimum three years' experience in teaching English as a second language and minimum one year experience in interpretation.

Skills/Knowledge:

- Ability to speak, read, and writes fluently in English and Chinese (Mandarin & Cantonese).
- Knowledge of western style culinary skill is a plus.

Physical Demands:

- Ability to bend and lift a minimum of 15 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Required to frequently sit, stand and walk for extended periods.

Environment and Scheduling:

- Occasionally, irregular schedule depends on the needs of the agency behind regular work hours from 8 am to 4 pm Monday through Friday.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.