

Volunteer Teacher's Aide for English as a Second Language (ESL) Classes (Distance Learning) Fall Trimester 2021

Mission and Objective

Our Adult Education Program offers ESL classes that integrate relevant teaching practices in grammar, writing, listening-speaking, and reading in an inclusive environment that develops students' language as well as the cultural awareness they will need to thrive. Through the lens of empowering the whole person, the Adult Education Program complements the wraparound services Canal Alliance provides so that very low-income, adult immigrants can improve their access to education, employment and entrepreneurial opportunities to ultimately get on the pathway out of poverty.

Canal Alliance's ESL classes prepare Latino immigrants to feel empowered, supported and motivated to lift barriers to their success through a communicative language framework alongside strengths-based learning.

Program Dates and Class Times

- Fall 2021 trimester dates: September 13 – December 16, 2021
- Aides assist in one 2-hour class session per week; class days are Monday through Thursday
- All classes are held from 8:00 to 10:00 pm Pacific Time **via Zoom**
- There is a mandatory team meeting from 7:45 to 8:00 pm each week on your volunteer day

Training Dates

- Live training dates have now passed, so new volunteers will need to watch video recordings of the following sessions:
 - Orientation to volunteering at Canal Alliance
 - Orientation to the Adult Education Program, including technical training and specifics of working with students
 - Professional Development training

Aide Responsibilities

- Help the teacher provide a nurturing, supportive, and positive learning environment with high expectations for students
- Build positive, respectful relationships with students
- Help the teacher model instructions, conversations and activities

- Assist the teacher with management of the online class, if requested: write in the chat, mute students, help students rename themselves, etc.
- In breakout rooms:
 - lead activities in teacher's lesson plan; monitor and assist students (per teacher's instructions)
 - Using Zoom, share your screen, annotate shared documents, and use the chat
- Help to ensure all students are participating and are using English
- Monitor class and advise teacher of students who are struggling, or topics that need clarification
- Take attendance if requested
- Join each class Zoom session 15 minutes before class starts for team meeting
- Download and use the Remind app to receive messages from the teacher
- Respect and follow program policies and teacher's instructions
- Respond promptly to communications from teacher, team, and Adult Education staff
- Be culturally and linguistically responsive in the classroom
- Follow through with volunteer commitment unless work schedule changes or an unforeseen emergency arises

Skills and Attributes

- Culturally responsive, culturally humble, committed, and respectful
- Friendly, outgoing and flexible
- Calm, patient and attentive with students
- Enjoy interacting with people of all ages and ethnicities
- Able to build positive and respectful relationships with students, teachers and ESL staff
- Comfortable working with people of varied cultural and socio-economic backgrounds
- Proactive and able to work with minimal direction
- Knowledge of ESL content (training will be provided)
- Personal experience learning another language as an adult is helpful
- Knowledge of Spanish helpful but not required
- Initiative and willingness to independently learn about and troubleshoot technical issues

Requirements

- Commitment to cultural responsiveness and cultural humility
- Ability to use the tech tools needed for class (training provided): Must be able to download and navigate the digital textbook, access documents provided by the teacher (pdfs, Word documents, videos); share those documents on Zoom via screen share (including video and sound); annotate shared documents; use the whiteboard; use the chat function
- Alignment with Canal Alliance's mission and ESL program goals
- Commitment to assist in one 2-hour class per week plus attend pre-class team meeting

- Commitment to assist for at least one trimester, with minimal absences, and attempt to find own substitute from within team when necessary
- Attendance at training sessions listed above, or, if trainings have already taken place, viewing and understanding videos of the trainings
- Reliable internet and access to a device with a camera. Computer is strongly recommended; a tablet may be sufficient if you are able share your screen and perform all necessary Zoom functions.

Note: If you are not able to make a weekly commitment, consider volunteering as a substitute aide. The training requirements are the same.

Revised 9/27/21