



Latin American
Association

Latin American Association
Human Resources
Revised 09/2020

About LAA: The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment and other opportunities that lead to improved economic stability and quality of life. Our 44 year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 55,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs and supports to help them fully and successfully integrate into the community. Our focus areas & programs include Family Well Being; Economic Empowerment; Immigration Legal Services; Youth Education and Advocacy.

Job Title: Spanish Instructor (ONLINE)
Department: Economic Empowerment
Reports to: Adult Education Manager
Status: Part-Time
Location: Atlanta Office – Remote

Job Description:

We are looking for an experienced Spanish instructor to deliver online Spanish classes to adult learners. Classes are twice a week (Monday/Wednesday or Tuesday/Thursday) from 6:30-8:00pm or on Saturdays 10:00am-12:00pm.

Duties and Responsibilities:

- Prepare class lessons based on current curriculum or guidelines
- Teach classes according to class schedule (days/times)
- Maintain timely and accurate student records, including but not limited to, enrollment, end-of-session and attendance reports
- Evaluate students' progress on a regular basis through tests, quizzes, observation, and other means
- Attend staff meetings, and participate in faculty projects.
- Submit timely and accurate invoices or payroll records in Time Force
- Assist in planning and carrying out of student events
- Prepare final report including student attendance and final grade
- Comply with all organizational, departmental and program guidelines, policies, and procedures.

Qualifications:

- Native Spanish speaker preferred
- Bilingual (English)
- Must have relevant educational background and experience: BA or MA in Foreign Language Education
- At least 2 years of relevant experience with adult learners preferred



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- Experience delivering classes online (Zoom, Google Meet, Google Suite)
- Flexibility, honesty and reliability
- Good organizational skills
- Basic computer skills (Internet, E-mail, word processing)
- Excellent communication skills, enthusiastic and dedication to the profession

Compensation:

Compensation commensurate with experience and background.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Learn more about the LAA at www.thelaa.org

Please submit resume and cover letter to psaavedra@thelaa.org

Facebook: www.facebook.com/LAAatlanta

Twitter: www.twitter.com/TheLAA