

ESOL Instructor Job Description- Waltham Family School

Waltham Family School is a family literacy program serving immigrant families with young children ages 3-5. WFS provides preschool and adult ESOL classroom instruction for children and their adult caregivers. Through an inclusive and holistic approach, WFS provides families with educational opportunities and connection to community programs and resources.

Waltham Family School is seeking a part-time ESOL teacher for the adult learners. The class will be 18-20 adults at the high beginner/low intermediate level. You will be a part of a team of 9 professional educators working together to prepare 40 students and parents to succeed in the Waltham Public Schools, workplace, and community. Under general supervision, the teacher provides group ESOL instruction to adult learners and works collaboratively with WFS team members to provide a comprehensive family literacy program and support the success of every family who attends WFS.

Essential Duties and Responsibilities:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Teaching Duties:

- Collaborate with ESOL staff at weekly planning meetings (1 hour per week)
- Prepare Sheltered English units of study in core content areas:
 - Educational Advocacy and School Engagement
 - Health Literacy
 - Workforce preparedness
 - Financial Literacy
 - Basic Civics education
 - Teach Digital literacy (woven throughout the above areas)
- Conduct class Tuesday- Friday, between the hours of 9am-12pm
- Generate weekly lesson plans aligned with content areas of study and submit for supervisory review.
- Select and develop appropriate materials for class use; plans and prepares classroom setting and material that provides a language and literacy rich environment; submits requests for supplies.
- Engage and supervise community volunteers- both individuals from the community and groups from local universities including Bentley University and Brandeis
- Support and guide student-led leadership committees in the areas of Social Media, Elective Courses, Yearbook, School Beautification, and Special Events planning
- Participate in the development and implementation of Waltham Family School activities taking place during school hours. This includes events with community partners taking place in school.
- Administers adult learner assessments at the beginning, middle, and end of school year. Provides all reports and assessments of each adult learner in a timely and complete manner to WFS Program Coordinator. Ideally, be BEST Plus certified
- Participate in year-end staff retreat for planning and reflection

Staff Duties:

- Participate in weekly staff meetings (1 hour per week)
- Attend and participate in all school-wide events (Back to School Night, Monthly WFS Community Meetings, Seasonal Celebrations, Mt. Auburn Healthcare presentations, Coffee and Conversation, FIESTA, etc.)
- Assist in set-up and break down of school-wide events, including evening events
- Be open to representing WFS by attending occasional School Committee Meetings and/or local community events sponsored by our various community partners (eg. Waltham Fields, Charles River Health Clinic)
- Support other staff members as needed for field trips, special events in the preschool, parents conferences, etc.
- Advocate on behalf of students as needed to outside community agencies
- Perform other job-related duties as assigned by the Waltham Family School Program Coordinator.

Qualifications:

- Bachelor's degree required; Master's degree preferred.
- Minimum 1-2 years experience teaching adult ESOL.
- Ability to develop lessons and materials and plan assessments for a learner-centered, strength based curriculum.
- Computer/Chromebook proficiency required; ability to teach technology skills to adult learners
- Familiarity with MA DESE ESOL curriculum frameworks and assessments.
- Best Plus certification preferred.
- Experience and competencies working in a multiracial and multicultural environment.
- Proficiency in a second language is preferred.
- Knowledge of second language acquisition and literacy development.
- Knowledge of an asset-based approach to bilingualism.
- Demonstrated teamwork and collaboration in the work setting.

For more information and to apply please visit the Waltham Public Schools Job Listing Page: <https://wpsd.schoolspring.com/>

Working Hours: 180 work days from August-June; 19.5 hours per week which includes paid preparation and meeting time; Class meets four mornings a week: 9:00 a.m.-12:00 p.m., Tuesday, Wednesday, Thursday and Friday. Staff meetings twice a week from 12:30 - 1:30pm.

Salary: \$40 per hour/ non-benefits eligible

Non- Discrimination Notice: Waltham Public Schools does not discriminate on the basis of race, color, religion, disability, national origin, gender, gender identity or sexual orientation.

Waltham Public Schools has partnered with the Massachusetts Partnership for Diversity in Education (MPDE) in an effort to welcome diverse candidates to our school system. We value and prioritize the hiring of educators who bring a wealth of perspectives and experiences to our schools, and who reflect the diversity of the students we serve.

MPDE is a collaborative of public school districts with a 40-year uninterrupted history committed to supporting the interest of its members to increase the numbers of teachers of color for their schools by providing recruitment support and related services.

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