

## ESOL Instructor



Office of Workforce Development, City of Boston  
7 Palmer Street, Roxbury, MA 02119  
and UMass Boston

The Office of Workforce Development (OWD), part of the City of Boston's Worker Empowerment Cabinet, promotes a Boston where all residents can access opportunities and resources critical for individual, family, and community wealth building and an improved quality of life. OWD seeks a part-time contractor who is an experienced ESOL teacher to provide/collaborate on contextualized classroom instruction to support Commercial Driver's License (CDL) training for a group of approximately eight students.

City Academy, OWD's CLD training program, consists of six weeks of classroom instruction, which is called the Bridge, followed by approximately five weeks of on-the-road training to help individuals pass the CDL licensing exam. In the Fall of 2025, we will launch our first specific training opportunity for non-native English Speakers.

### What you'll Do:

- Work collaboratively with the CDL Bridge instructor and the on-the-road training partner on training materials and ongoing support to students
- We anticipate up to 20 hours working with our CDL Bridge instructor in August on a contextualized learning plan, followed by classroom training which will begin 9/8/25 and end on 10/17/25 (additional prep time of 3 or 4 hours per day - ratio of prep time to classroom time during the Bridge is 92%).
- Create individualized education plans based on each student's needs and evaluate their progress through assignments and assessments
- Build positive relationships with students and help create a supportive and positive classroom environment
- Help facilitate student participation in free financial coaching provided by the Center for Working Families
- Meet regularly with supervisory staff to report on progress towards goals
- Spend up to one week on site (11 AM -5 PM) at the On the Road (OTR) training at UMass Boston (tentatively scheduled for the week of October 20, 2025- October 23, 2025) to provide support to students
- Occasional, remote support to students during their OTR training

### Who You Are:

#### *You must be:*

- A Boston resident with legal authorization to work in the U.S.
- Comfortable working with diverse populations
- Previous experience as an ESL teacher; ESL or TESOL certification preferred (this would be an ideal position for someone currently teaching in the evening)
- College degree or equivalent
- Able to provide professional and timely verbal and written communication
- Computer skills

#### *It would also be great if you:*

- Speak a language other than English, especially Spanish or Haitian Creole -- all multi-lingual candidates

encouraged to apply

- Have some experience with job training

**What you'll get:**

- \$35/hour (hours per week will vary from 3 to 10, including prep time)
- In person schedule, Monday - Friday 10AM - 2PM (plus curriculum planning time to be arranged in August 2025 before the classroom training begins) for classroom training (9/8/25-10/13/25 and 10/14-10/17/25), Monday - Thursday 9AM - 5 PM (10/6/25 - 10/9/25) at 7 Palmer Street, Roxbury, MA, followed by attendance at On-the-Road (OTR) training at UMass Boston Bayside Parking Lot Monday - Thursday from 11AM - 5PM (10/20/25-10/23/25). We have allocated additional time for remote check-ins to support students during their OTR training from 10/20/25-11/20/25.
- Total contract value is up to 277 hours but note that daily hours will vary: up to twenty hours of preparation time prior to the classroom instruction, five weeks of in person classroom training (four hours of class plus three or four hours daily for prep time); a sixth week is expected to be up to seven hours of classroom training (plus three hours of prep, if needed, for four days), one week of OTR training (up to six hours daily for four days), and administrative support if needed (up to three hours per week for five weeks). Our goal is to conclude the day at 5PM so the instructor is free in the evening.

**How to Apply:**

- To apply, submit a resume and cover letter to Constance.Martin@boston.gov. Early applications are encouraged as applications will be accepted on a rolling basis. Questions about this position can also be directed to the contact above.

The accepted individual may be required to undergo a criminal history check.

*The City of Boston's Office of Workforce Development will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. The City of Boston's Center for Working Families welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*