



ABCD Job Description

The ABCD ESOL Program has Immediate Openings for Part Time Instructors

GENERAL RESPONSIBILITIES:

Provide individualized and group instruction to adults in English as a Second Language (ESOL) classes; conduct on-site activities; plan and develop curricula and materials; participate in activities of the ABCD Adult Education System. Use a participatory, team-based, learner-centered approach.

ESSENTIAL DUTIES:

- Provide group instruction in ESOL.
- Utilize online platforms and other resources to conduct classes and maintain communication with students.
- Work with Education and Career Advisor in the development of Individual Education and Career Plans and integration of Work Readiness activities based on learner goals, needs, and assessment.
- Provide academic counseling and referral as needed.
- Develop and document materials, curriculum and resources.
- Provide periodic academic assessment and program evaluation.
- Conduct on-going evaluations of learners and projects.
- Participate in staff and program development activities, including developing and implementing an Individual Professional Development Plan.
- Coordinate activities with other instructional staff, advisors, and volunteers.
- Maintain accurate attendance records and student progress notes.
- Perform other related duties as assigned from time to time.

JOB KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work effectively with individuals of diverse socioeconomic and cultural backgrounds.
- Demonstrated knowledge of curriculum design, curriculum development, assessment, and evaluation.
- Excellent oral and written communication skills.
- Computer proficiency
- Able to work independently and as part of a team
- Bilingual a plus

EDUCATION & EXPERIENCE:

- Minimum of a Bachelor's degree in education, social sciences or related field, and one to three years of previous teaching experience with adults and/or youth, preferably in ABE, ASE, or ESOL in a community based setting required
- Masters in TESOL and familiarity with Department of Elementary and Secondary Education MA Curriculum Frameworks and MELPS preferred
- Certification in administering and scoring the TABE Reading and Writing and BEST Plus 2.0 preferred
- Demonstrated knowledge of curriculum design, development, assessment, and evaluation
- Excellent oral and written communication skills
- Strong ability to work independently and as part of a team



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- Bilingual a plus
- Must be able to work sensitively and effectively with individuals of diverse socioeconomic and cultural backgrounds.

Why ABCD?

- Make an impact on the community
- Professional development opportunities and trainings
- Health and Dental Insurance
- Long-term and Short-term Disability Insurance
- Life Insurance
- 403B Retirement Plan with employer match and vesting after 6 months
- Paid Time Off
- 13 Observed Holidays

Both daytime (9:30 – 12:30) and evening (6-9pm) positions available. Remote and in-person classes. Rate of pay is \$24.69.

Please forward resume and cover letter to lisa.garrone@bostonabcd.org and Cheyenne.deveney@bostonabcd.org