



## Lawrence Public Schools – Adult Learning Center Part Time ESOL (Level 3-5) with Citizenship Preparation Educator

### **About Lawrence Public Schools' and the Adult Learning Center:**

The Lawrence Public Schools - Adult Learning Center has been providing free Adult Basic Education and English for Speakers of Other Languages (ESOL) classes to residents of the Greater-Lawrence, MA communities for more than 50 years. The ALC provides high quality educational services to 500 – 600 students per year who desire to develop English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We are professional and licensed educators who are committed to helping students reach academic, career, and post-secondary education and training goals.

**The Vision of the Lawrence Public Schools - Adult Learning Center** is to ensure that all English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students achieve the learning goals they have set upon entry into our program. By improving students' skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

### **About the ESOL Position:**

The ALC **ESOL/Citizenship Prep Educator** will work part time (Tuesday, Wednesday, and Thursday) from 9:00 AM to 12:00 PM assisting adult English language learners in developing their reading, writing, speaking and comprehension skills in English. The educator will prepare adult students interested in becoming U.S. Citizens and guide them as they prepare for the USCIS Interview and Exam. The educator will also help adult students improve their ability to communicate using technology, and to acquire an understanding of the American system of government, individual freedom and responsible citizenship. The ESOL/Citizenship Prep Educator will work to ensure that students are receiving rigorous standards-based instruction that is student-centered, includes appropriate supports, and necessary accommodations.

**Reports to:** Principal of the Adult Learning Center. The educator will work collaboratively with advisors, facilitators, other ALC educators, clerks, and support staff, as well as the School's Leadership Team.

**Responsibilities** will include, but not be limited to, the following:

- Use relevant technology to support remote instruction, utilizing Google Classroom, Zoom, ESL Library, etc.;
- Teach, reinforce, remediate, and ensure mastery of academic content with individual students, small groups of students, and whole class of students in the development of language acquisition skills;
- Learn and become completely knowledgeable of the USCIS webpage, curriculum resources, the USCIS citizenship process, skills required to pass the oral interview, and the written citizenship exam;
- Plan, prepare and deliver instructional activities remotely that facilitate active learning experience and engagement of all students;
- Establish and communicate clear objectives for all learning activities;
- Provide appropriate and timely feedback on student work;
- Design and implement assessments that measure progress towards academic standards;
- Submit lesson plans, electronically, on a weekly basis utilizing ALC curriculum scope & sequence;
- Collaborate with ALC ESOL/Citizenship Prep staff to identify topics, skills, and instructional and assessment strategies that will help students develop successful language acquisition skills to pass the USCIS oral interview, and written examination.
- Provide support, accommodations, and attention to all students;

- Maintain and update all necessary records accurately, and completely, including attendance as required by ALC - ABE program, and ACLS;
- Manage adult learners' group dynamics by establishing and enforcing rules, norms, procedures, & routines;
- Participate in school and community events, e.g. seminars, field trips, community forums, weekly ALC Staff meetings, professional development opportunities, end of the year ceremonies, including graduation;
- Keep current with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities relative to the teaching of adult learners;
- Comply with school, district, city, and statewide policies, regulations, and laws;
- Complete other duties as assigned.

### **Key Competencies:**

#### Knowledge:

- Familiarity with the field of Adult Basic Education, and ESOL programs;
- Thorough understanding of adult learning theory;
- Strong foundation in second language acquisition and linguistics;
- Demonstrated proficiency using digital literacy tools, as well as Google Classroom, Zoom, Office, etc.,
- Knowledge of Massachusetts English Learners Proficiency Standards for Adult Education;
- Familiarity with AE/ESOL assessments: MAPT, BEST Plus, TABE CLASS E – Reading/Writing;
- Knowledge of SABES professional development courses, and a willingness to enroll in online courses.

#### Professional Abilities:

- Professionalism in all areas of practice and in all interactions with students & staff;
- Commitment to the vision of the Lawrence Public Schools' Adult Learning Center;
- Flexible & adaptable with a proven history of successful collaboration;
- Solutions-based approach to dealing with identified needs, problems, and or conflict;
- Possess and model high standards for self and students;
- Willingness to take initiative and succeed in a fast-paced classroom/ school environment while remaining calm and focused when faced with unexpected challenges;
- Commitment to embrace the ideals of anti-racism, diversity and inclusiveness, and the equal rights of all people by advancing the understanding and appreciation of human differences including age, gender, race, ethnicity, ability, religious beliefs, sexual orientation, or socio-economic status;

### **Qualifications:**

- **Bachelor's Degree Required/** Master's Degree preferred;
- **Valid Massachusetts Teaching License required**, preferably in ABE, ESOL, or ESL, if possessing a MA DESE teaching license other than an ABE, ESL, or ESOL the candidate must have a solid understanding of best instructional practices related to English learners;
- At least three (3) years' experience teaching adults, preferably ABE or ESOL;
- Current Authorization to work in the United States.

Part time exempt position with no fringe benefits. Salary will be a monthly stipend based on experience, certification, and hours worked per week.

### **How to Apply:**

Please apply for position in Lawrence Public Schools by visiting [our website](#), or on School Spring.