

## **YMCA of Greater Boston**

### **Job Description**

**Branch:** Education and Training, International Learning Center

**Position Title:** Adult ESOL evening instructor

**Position Type:** Part time

2 ESOL teaching positions available for Level 1 Beginning Literacy and Level 5 High Intermediate classes. Teachers will conduct evening classes Monday-Wednesday, from 6:00pm to 9:00pm.

\$22/hour

13.5 hours of paid teacher time per class week: includes prep and teaching

Training and Preparation start mid-August, classes start September 14th and run through mid-June 2021 (9 months)

#### **Teaching responsibilities include**

- Teach ESOL to adults of diverse linguistic, cultural, religious, socio-economic and educational backgrounds
- Teach courses online and in a blended model (some coursework online, and some in live classes)
- Use learning management system (LMS) Edmodo to organize and design asynchronous coursework.
- Provide clear and explicit instructions both in writing and orally to students.
- Communicate with students through online messaging platforms (Google Voice, WhatsApp, Edmodo, email, etc.).
- Survey and incorporate learner goals into coursework for a student-centered, goal-oriented, participatory ESOL class
- Review and track goals and achievements with students, and maintain student portfolios
- Maintain timely and accurate documentation attendance and student progress
- Collaborate with Education and Career Advisors to ensure that all students are progressing.
- Outline teacher and program expectations to the students clearly at the beginning of each new unit
- Prepare and deliver engaging, learner-centered lessons both online and in person
- Integrate reading, writing, pronunciation, grammar, speaking and listening skills
- Follow scope and sequence curriculum in accordance with Massachusetts English Language Proficiency Standards.
- Communicate classroom/student issues to Directors in a timely manner
- Participate actively in meetings and contribute to continuous improvement of program

#### **Administrative responsibilities include:**

- Keep timely and accurate attendance records
- Document and submit lesson plans in provided format
- Attend twice monthly staff meetings
- Participate in staff workshops
- Complete 12+ additional professional development hours (required)

#### **The ideal candidate will have:**

- BA or Master's degree in ESOL, Education or related field + more than 1 years of experience teaching adults
- Familiarity with DESE Massachusetts English Proficiency Standards and Benchmarks
- Familiarity with learner-centered, goal-oriented participatory ESOL
- Sensitive to socio-economic and cultural issues
- Strong communication, interpersonal, and classroom management skills
- Able to work independently and as part of a team
- Computer proficiency (i.e. Microsoft Office, Edmodo, Zoom, various ESL online resources)
- BEST Plus 2.0 and TABE CLAS-E testing certification preferred
- Bilingual a plus

#### **Physical demands:**

- While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear

- The employee must occasionally lift or move up to 25 pounds
- Specific vision abilities of this job include close vision, distance vision, and the ability to adjust

The classes are funded by the Department of Elementary and Secondary Education (DESE). The classes are for adults.

Send cover letter and resume to Leona Leighton at [leonaleighton@ymcaboston.org](mailto:leonaleighton@ymcaboston.org).