

***Job Description***

***ESOL Instructor Levels 1 &2: Academic ESOL***

***BHA/Charlestown Adult Education***

***76 Monument Street***

***Charlestown, MA 02129***

***Office 617-635-5221***

***Cell 617-818-7158***

***Responsibilities:***

- *Plan curriculum for virtual and on-site class and be flexible to changes*
- *Be tech savvy and able to implement virtual instruction*
- *Plan participatory, learner centered, individualized and engaging lessons that enhance and improve the language acquisition of adult learners at the low beginner and high beginner levels*
- *Integrate Grammar, Reading, Writing, Speaking, and Listening Comprehension, job skills and vocabulary into all lessons, while addressing learner goals*
- *Meet weekly with ESOL team for curriculum development and sharing*
- *Align curriculum with the Mass Frameworks and the Common Core Readiness Standards and submit weekly lesson plans*
- *Meet weekly with Director and Administrative Assistant to discuss/report any student related issues: attendance, appropriate placement, and referrals*
- *Keep daily attendance records and immediately report any issues*
- *Attend regular staff meetings*
- *Attend at least 12 hours of staff development per year*

***Qualifications/ Qualities:***

- *Must have a Bachelor's degree in Education, ESOL or related field*
- *Must have at least 3 years of experience*
- *Must be passionate, compassionate, sensitive and devoted to the overall well-being of our diverse population of adult learners*
- *Must have excellent communication and inter-personal skills and the ability to multi-task*
- *Must be flexible and able to individualize instruction*
- *Must be willing and able to work with our Boston College volunteer tutors*