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