

**ESOL Instructor
Gardner Pilot Academy
Adult Basic Education Program
30 Athol Street
Allston, MA 02134**

Job Description: Part-Time Evening Position (7 hours / week, 2 evenings)
(Program runs September - June)

- Teach in a dynamic, community-oriented, non-profit program five hours each week with two additional hours of prep time
- Prepare lesson plans using the program curriculum to create student-centered lessons incorporating technology skills
- Track student progress, focusing on engagement
- Provide resource and referral information to students
- Work with other program staff on continuously improving the quality of class instruction and program administration
- Assist with retention of students by forwarding student attendance information to Program Director and Administrative Assistant for follow-up with students
- Participate in professional development activities, including teacher-teacher observations, staff meetings, and workshops
- Other related activities as needed

Requirements:

- B.A. or related experience preferred
- ESOL certification
- Prior teaching experience with adults
- Strong communication skills
- Technology skills
- Ability to work cooperatively with others
- Energy and enthusiasm
- Understanding of the immigrant population
- Awareness of local community resources

Compensation:

- \$26.78/hour
- YMCA Membership

Interested candidates are encouraged to apply via email. Please contact Michelle Duval, Director of Adult Education at Gardner Pilot Academy, gpaesol.com or m.duval@live.com