



**HOLYOKE COMMUNITY COLLEGE**  
invites applications for the position of:

## **Literacy Specialist (ESOL) - Springfield & Remote**

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<b>SALARY:</b>	\$30.03 - \$30.03 Hourly
<b>DIVISION:</b>	Business & Community Services
<b>OPENING DATE:</b>	07/13/22
<b>CLOSING DATE:</b>	07/27/22 11:59 PM

### **THE POSITION:**

Provides student-centered ESOL instruction to high beginner/low intermediate-level English learners with career and college readiness focus, aligned to MA ESOL Professional Standards.

Two positions available:

- Hybrid: In-person on the Springfield Technical Community College campus Mondays and Thursdays, 5:30-8:30pm; online Tuesdays 5:30-7:30pm.
- Remote: Mondays & Thursdays, 6-8:30pm; Tuesdays 6-8pm. Some in-person student support preferred.

Alternating program meetings on Wednesdays 4-5:30pm, or Thursdays 4-5pm.

Possibility of additional hours for substitute teaching and/or assessment if TABE-E or BEST+ certified, up to a maximum of 18.5 hours/week.

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1. Provides high quality, communicative ESOL instruction related to skill development and college/career readiness. The program seeks to guide learners in identifying career goals and developing ESOL and work readiness skills in relation to that goal, leading to employment or placement in a job training or educational program.
2. Integrates technology into instruction.
3. Works closely with Director, Career Advisor, and other teachers and staff to provide comprehensive instruction and support.
4. Works closely with intake/assessment coordinator to develop and maintain student assessment schedule in order to meet program goals and fulfill funding requirements.
5. Participates in program planning, curriculum development, and professional development.

### **QUALIFICATIONS:**

#### **REQUIRED:**

- Bachelor's degree and at least two years' experience teaching adult ESOL/ESL/EFL;
- Strong written and interpersonal communication and technology skills;
- Commitment to professional and program development;
- Commitment to learner-centered teaching;

- Ability to work effectively and flexibly with a diverse faculty, staff, and student body.
- **Ability to deliver services and instruction in online, hybrid, and in-person formats.**

**EQUIVALENCY STATEMENT:** Applicants who do not meet the minimum requirements are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

**PREFERRED:**

- TESOL Certification;
- Trained on TABE-E writing and/or BEST+ Speaking/Listening Assessments;
- Proficiency in Spanish, Arabic, Polish, Russian, or another language other than English;
- Familiarity with DESE-funded ABE system (including MA English Language Proficiency Standards and/or College & Career Readiness Standards);
- Experience with online learning and curriculum design,
- Ability to integrate math (operations, fractions, decimals, percentages, ratios, proportion) into ESOL instruction in relation to career goals;
- Prior experience with career-focused ESOL instruction.

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**Part-Time, MCCC Unit position**

**Compensation:** \$30.03/hour; no benefits

**Hours:** 15-18.5 hours/week – 7-8 hours teaching, 4.5-6 hours prep, paid staff meeting and professional development time. Possible assessment, enrollment, and coordination responsibilities.

**Funding Source:** Grant & Match

**\*\*Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated by the start of your employment. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.

**- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.**

**- Pre-Employment Background check, including Criminal History will be conducted for all positions.**

*Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.*

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hcc.edu>

303 Homestead Ave.  
Holyoke, MA 01040

Position #NB-23-3  
LITERACY SPECIALIST (ESOL) - SPRINGFIELD &  
REMOTE  
SW

(413) 552-2554

[humanres@hcc.edu](mailto:humanres@hcc.edu)

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### **Literacy Specialist (ESOL) - Springfield & Remote Supplemental Questionnaire**

- \* 1. Do you have at least a Bachelor's degree?  
 Yes    No
  
- \* 2. Do you have at least two years' experience teaching adult ESOL/ESL/EFL?  
 Yes    No
  
- \* 3. Have you demonstrated strong written and interpersonal communication and technology skills?  
 Yes    No
  
- \* 4. Are you able to deliver services and instruction in online, hybrid, and in-person formats?  
 Yes    No
  
- \* Required Question