



Job Posting

Job Title: P/T remote ESOL and Job Readiness Instructor

Hours: 18 weekly paid hours (8 hours teaching, 8 hours preparation, 2 hours for meetings, curriculum development, professional development)

Classes held: Tuesday, Wednesday, Thursday, Friday 9:00am to 11:00am. Classes are taught online, but the instructor should be prepared to visit the office in downtown Boston periodically.

Wage: \$21.63/hour

The Asian American Civic Association (AACAA) provides limited English speaking and economically disadvantaged people with education, occupational training, and social services enabling them to realize lasting economic self-sufficiency.

Position Summary:

AACA seeks a part-time instructor to teach communication topics online to students preparing for careers in banking. Topics include but are not limited to: Vocabulary, grammar, speaking, pronunciation, and job readiness topics such as American workplace culture, resume preparation, professional emailing, and interviewing. Students in each class range from native English speakers to language learners.

The class schedule is eight weeks per term and a varying number of weeks between terms.

Responsibilities:

- Develop contextualized curriculum and lesson plans according to student needs, employer input, and supervisor feedback
- Conduct classroom instruction, starting and finishing classes on time
- Work with students to produce professional resumes
- Evaluate student progress
- Keep student attendance records for each day of class
- Actively participate in program meetings and work collaboratively with program partners
- Attend monthly staff meetings
- Participate in program evaluation and efforts to develop, refine, and improve the program
- Maintain regular contact with supervisor regarding any classroom issues
- Prepare lesson materials for substitute teachers when absent
- Plan and participate in student graduation ceremonies
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree required
- Experience teaching ESOL to adults
- Experience differentiating instruction for multilevel classes

To apply, send resume and cover letter by to HR Department, Asian American Civic Association, 87 Tyler Street, 5th floor, Boston, MA 02111 or email hr@aaca-boston.org