UNIVERSITY OF MASSACHUSETTS DARTMOUTH

POSITION DESCRIPTION

Beginning Level ESOL Instructor

Part-time, non-benefited

The Workers’ Education Program provides adult education classes: Adult Basic Education (ABE), including GED/HiSET, English for Speakers of Other Languages (ESOL), and integrated skills training. The WEP has been grant funded through the Massachusetts Department of Elementary and Secondary Education since 1986. We are part of the university’s College of Arts and Sciences and the Labor Education Center.

This Adult Education Instructor position is for a **beginning level ESOL class,** which meets **in-person** two evenings each week and includes paid preparation time and a weekly afternoon staff meeting. This is a part-time, non-benefited position. There is the possibility of remote work for class preparation time after training. **Spanish or Portuguese speaker is preferred.**

**Note: The position is classified by the university as temporary only because it is a part-time, non-benefited position.**

[**http://careers.umassd.edu/dartmouth/en-us/job/514850/temporary-adult-education-instructor**](http://careers.umassd.edu/dartmouth/en-us/job/514850/temporary-adult-education-instructor)

**OFFICIAL JOB TITLE:** Adult Education Instructor **DIVISION:** Academic & Student Affairs

**DEPARTMENT:** Workers' Education Program

**REPORTS TO:** Director of Workers' Education Program and ESOL Coordinator & Instructor

**SUMMARY PURPOSE OF POSITION:** The Adult Education (AE) Instructor teaches Adult Basic Education (ABE), including GED/HiSET and/or English for Speakers of Other Languages (ESOL). The Instructor creates lesson plans, develops and revises curriculum, administers and evaluates assessments, collaborates with the advisor regarding student outcomes, progress, goals, transitions to job training, employment, and secondary education, and referrals to community resources.

# EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

* Teaches (in-person, virtual face-to-face, remote) and maintains classes in Learning Management System (LMS).
* Creates a classroom environment that is welcoming and inclusive of diverse learning needs, identities, and cultures.
* Uses a variety of technologies to provide students with the tools and digital literacy skills needed to navigate systems.
* Creates and regularly revises curriculum and aligns with the Massachusetts English Language Proficiency Standards (MA ELPS) for ESOL and the College and Career Readiness Standards for Adult Education (CCRSAE) for ABE.
* Creates lesson plans and selects and develops classroom materials informed by qualitative and quantitative assessment data and responsive to diverse learning needs, identities, and cultures.
* Uses differentiation and scaffolding techniques (instructional supports) that are universally designed and culturally responsive.
* Provides input/participates in program development activities.
* Collaborates with advisor regarding student outcomes, progress, goals, transitions to job training, employment, and secondary education, and referrals to community resources.
* Administers placement and standardized pre-and post-tests. Evaluates assessment results to monitor student progress, place students appropriately, and guide program design.
* Maintains student records (e.g. program rosters, assessments, attendance, waiting list, outcomes, contact notes, exit information).
* Conducts orientations and returning student registration sessions.
* Participates in professional development activities.
* Maintains assessment certifications by participating in ongoing trainings and recertification activities.
* Completes any other duties as assigned by the Director.

# MINIMUM QUALIFICATIONS:

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Previous (over one year) teaching experience.

**OTHER:** Ability to teach evening classes and attend a weekly 3:00 PM staff meeting.

# KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to adapt teaching styles and materials to meet individual needs of students. Excellent oral and written communication skills.

Excellent interpersonal, cross cultural, and organizational skills. Proficient with Microsoft Word

# PREFERRED QUALIFICATIONS:

Demonstrated (over three years) experience working in the AE field.

Teacher certification.

Bachelor’s Degree in education or related field

Note: Other job related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization needs.