

Waltham Public Schools  
The Waltham Family School  
510 Moody St., Waltham, MA 02453  
781-314-5696

### **JOB DESCRIPTION: ESOL TEACHER**

The Waltham Family School, a family literacy program serving immigrant families with young children, seeks a part-time ESOL teacher for the adult learners. The class will be 15-16 adults at the high beginner/low intermediate level.

Class meets four mornings a week: 9:00 a.m.-12:00 p.m., Tuesday, Wednesday, Thursday and Friday. Staff meetings twice a week from 12:30-1:30pm. Commitment is from August 30, 2020 to June 9, 2023. Part time position with 19 hours/week which includes paid preparation and meeting time. \$38.00/hr. No Benefits

You will be part of a team of 10 professional educators working together to prepare 30 students and parents for success in the Waltham Public Schools. Under general supervision provides group ESOL instruction to adult learners in the Waltham Family School Program. Works collaboratively with WFS team members to plan, share resources/ideas to provide a comprehensive family literacy program and support the success of every family and part of the WFS program.

#### **Qualifications:**

1. Bachelor's degree required; Master's degree preferred.
2. Minimum 1-2 years experience teaching adult ESOL.
3. Ability to develop lessons and materials and plan assessments for a learner-centered, strength based curriculum.
4. Computer/Chromebook proficiency required; ability to teach technology skills to adult learners
5. Familiarity with MA DESE ESOL curriculum frameworks and assessments.
6. Best Plus certification preferred.
7. Experience and competencies working in a multiracial and multicultural environment.
8. Proficiency in a second language is preferred.
9. Knowledge of second language acquisition and literacy development.
10. Knowledge of an asset-based approach to bilingualism.
11. Demonstrated teamwork and collaboration in the work setting.

## **Duties and Responsibilities:**

1. Administers adult learner assessments at the beginning, middle and end of school year.. Provides all reports and assessments of each adult learner in a timely and complete manner to the WFS Program Coordinator.
2. Selects and develops appropriate materials for class use; plans and prepares classroom setting and material that provides a language and literacy rich environment; submits requests for equipment and supplies.
3. Attends and participates in staff meetings weekly.
4. Plans and manages adult learner classroom activities and local field trips.
5. Works collaboratively with volunteers in the classroom.
6. Participates in the development and implementation of Waltham Family School activities taking place during school hours.
7. Perform other job-related duties as assigned by the Waltham Family School Program Coordinator.

Please Email letter of interest and resume to: Jackie Herrera, Program Coordinator:  
[jacquelineherrera@walthampublicschools.org](mailto:jacquelineherrera@walthampublicschools.org)

*The Waltham Family School's mission is to provide educational opportunities for immigrant families with limited educational resources. Waltham Family School prepares children and adults for success in school, empowers parents to be partners with the schools in the education of their children, and strengthens families' skills necessary for parenting, workforce and community*

For more information visit the WFS website: [www.walthamfamilyschool.org](http://www.walthamfamilyschool.org) and Facebook:walthamfamilyschool.