Job Posting

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<th>Job Title</th>
<th>Date: 5/14/2020</th>
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<td>PT BOSTON MORNING HIGH BEGINNER ADULT ESOL TEACHER</td>
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Department

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<tr>
<th>Adult Education</th>
<th>Email: <a href="mailto:Jobs@bcnc.net">Jobs@bcnc.net</a></th>
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Position Summary:

The **Boston Morning High Beginner Adult ESOL Teacher** is responsible for developing and implementing a student-centered, goal-oriented curriculum that aligns with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS) and the vision of the BCNC Adult Education program, and raises the English proficiency level of students so they can achieve their educational and career goals. Instruction is intended to move students from Student Performance Level (SPL) 2 to SPL 4.

This position is part-time (20 hrs/wk), and is based in BCNC’s Boston site at 38 Ash St.

**Teaching commitment:** Mornings (10:00am-12:30pm), Monday through Thursday. 10 hours per week.

**Compensation:** $22,800-$23,600 per year for 20 hrs/wk; medical, dental, and vision insurance; paid vacation, sick leave, and personal days; 11 paid holidays per year; 403(b) retirement plan; pre-tax commuter benefits; employee assistance program.

*Interested candidates should submit a resume and cover letter to jobs@bcnc.net.*

**Responsibilities:**

**80% Teaching and Curriculum Planning**

- Prepare a class syllabus, based on the established curriculum for this class level.
- Prepare a monthly curriculum chart based on the class syllabus.
- Develop and teach ESOL classes using formal, written lesson plans:
  - tied to the class syllabus and monthly curriculum charts;
  - tied to Massachusetts English Language Proficiency Standards for Adult Education;
  - meeting MA DESE requirements for lesson plan contents;
  - integrating reading, writing, speaking, listening, study skills, basic computer skills, basic math, and pre-vocational soft skills;
  - incorporating different learning styles of students (visual, kinesthetic/tactile, auditory, etc.);
  - incorporating common student goals; and
  - posted in shared files.
- Conduct classes entirely in English.
- Plan and implement at least one activity/field trip/student assignment per semester relating to the fulfillment of student goals.
- Actively participate in program planning and evaluation; prepare for and participate in regularly scheduled planning meetings with teachers and advisors.
- Actively participate in curriculum design and enhancement; work with colleagues to implement recommended enhancements; monitor student progress and provide feedback on changes/accommodations that were made; assist in systematic storage of supplemental teaching materials.
- Review feedback from students, and adjust teaching methods and materials to meet the needs of the students.
- Ensure that students show Educational Functioning Level completion on standardized assessments at rates that meet or exceed annual targets set by MA DESE.
- Arrange for substitute teachers when needed.
- During the course of instruction, review with students Adult Education’s Student Handbook; explain the program’s goal setting process; and teach students how to set and meet goals.

15% Administration and Documentation
- Maintain accurate and timely student records.
- Contact absent students, per program policy guidelines.
- Assess and record students’ skill progress on an on-going basis (through formative and summative assessments); use objective criteria for assessing student abilities; assist administrative staff in deciding how to move students between levels.
- Report periodically on topics, materials and activities covered in class.
- Meet with students to understand students’ goals and record students’ progress against goals; assist counselors in documenting these goals.
- Conduct standardized assessment of enrolled students as part of program’s annual pre- and post-testing, and assist advisors in intake assessment, registration and orientation of program applicants.
- Participate in monthly all-staff meetings and monthly 1-1 meetings with the director.

5% Program and Professional Development
- Develop and implement outcome-based annual goals that can be used to measure personal performance.
- Participate in ongoing professional development to ensure that skills are current.
- Assist in other department and agency initiatives as required by program director.

Skills and Experience Required:

Required:
- Bachelor’s degree in related field.
- Knowledge and practical application of research-based teaching methods.
- Excellent written and oral communication skills.
- Hands-on experience with educational technology, Microsoft Office, and the Google Suite, with the ability to integrate these tools into the classroom.
- Good project management skills; the ability to balance multiple priorities concurrently.
- Ability to work in teams.
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service.
- Accountable for learner gains based on standard metrics.
- Flexible about researching and adopting new research-based methods for teaching English.

Preferred:
- MA in TESOL.
- Experience teaching adult English language learners.
- Experience teaching Chinese immigrant learners.
- Experience in curriculum development.
About BCNC
Boston Chinatown Neighborhood Center (BCNC) empowers Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities by providing a broad range of innovative and family-centered programs and services to more than 8,000 children, youth, and adults every year. BCNC is an equal opportunity employer. Resumes accepted until position is filled.