

### **ESOL Career Skills Instructor/Career Coach Evening**

**Overview:** This position is for 20 hours a week, Monday-Thursday, at \$22 /hr. from October-June for 20 hours a week. Direct teaching hours are Monday-Thursday 5:30PM-8:00PM with career coaching 8:00PM-9:30PM Monday/Tuesday/Wednesday. Classes start October 9th. The breakdown of the position is as follows: direct teaching 10 hours a week and the remaining hours for hours for preparation, orientation, intake, assessment, outreach, and career coaching. This position includes vacation, sick, and personal days. Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. Holidays are paid according to MUA's calendar. Does not include health benefits.

#### **General Duties:**

- Teach content-based, Freirian ESOL classes (classes that focus on maximizing students' participation and that have a curriculum informed by students' life experiences), with emphasis in promoting women's and families' health and civics. Specific level is ESOL I/II depending on students enrolled (SPL 1-5).
- Use MUA's lesson plan template and write a student-centered lesson plan for each class (or unit). Keep them in an organized folder and hand in at end of year.
- Assign and correct homework.
- Submit necessary student attendance, goals, outcomes, and any other required information to data intake coordinator in compliance with all deadlines.
- Attend at least 12 hours of professional development activities a year, or 2.5% of paid hours, whichever is greater.
- Other duties as required and assigned by supervisors.

#### **Career Coach:**

1. Help students assume next steps in their job training or education, including working with career centers and colleges.
2. Maintain relationships with employers.
3. Refer qualified clients to employers or employment services for job placement.
4. Conduct follow up on former students at six months and one year to see if goals and needs have been met.
5. Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence.

#### **Requirements:**

- Bilingual/Bicultural (English-Spanish)
- Knowledge of the workforce development system and networks in the Boston area
- Ability to work independently with **minimum** supervision and direction
- Ability to work as part of a collective (team) environment
- Organized, dedicated, and responsible
- Two years teaching experience, preferably in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), high school or bilingual programs
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to the advancement of low-income Latina girls and women

#### **Preferred:**

- Bachelor or Master's degree
- Strong Microsoft Office and Internet skills
- Certified to administer BEST Plus and/or TABE Clas-E

#### **How to Apply:**

MUA is an equal opportunity employer and bilingual persons and persons of color are

## Mujeres Unidas Avanzando

encouraged to apply. Interviews will take place end of August. By October 2<sup>nd</sup> please mail or e-mail current résumé and thoughtful cover letter to:

Ms. Maria Andrade  
Co-Director  
Mujeres Unidas Avanzando  
Dorchester, MA 02122  
e-mail: [andradem353@gmail.com](mailto:andradem353@gmail.com)  
Fax: 617-282-3544  
No phone calls, please.