

## **ESOL Instructor (Pool)**

### **About Mount Wachusett Community College:**

Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond. Located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens, MWCC now serves approximately 12,000 credit and noncredit students each year and offers over 70 associate degree and credit certificate options. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.

We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.

<http://mwcc.edu/about-mwcc/>

### **Job Description:**

#### **General Statement of Duties**

Instructors must possess an understanding of current theories and principles of second language acquisition and the ability to apply this knowledge to promote English language development. Instructors utilize real life topics and themes to teach the intricacies of the English language to diverse, multicultural students. They will work cooperatively with site advisors and administration to ensure students make appropriate academic and social progress, while preparing students for career and academic advanced within identified regional priority industries.

#### **Responsibilities**

Examples of Responsibilities (Not intended to be an exhaustive list)

Provide academic instruction in the core ESOL areas of speaking, listening, reading, writing, and mathematics.

Incorporate lessons and themes that address the components of language (sounds, vocabulary, syntax, communicative contexts and purposes and language awareness) to develop English language proficiency.

Design instruction around thematic units that are relevant to learners' lives and that integrate multiple benchmarks within different language skills and contexts of use.

Use task-based language learning activities that require learners to use authentic, unscripted language to complete tasks that resemble real-life problems or situations encountered by the learners outside of the classroom.

Collaborate with team members to develop and monitor instructional action plans. Review available student data prior to delivering instruction to ensure effective instructional planning.

Submit selected student artifacts and instructional materials (lessons, units, assignments, etc.) demonstrating effective instruction and student learning to the online portfolio system.

Conduct diagnostic assessments to inform initial academic planning

Conduct formative and summative assessment to measure student learning.

Complete student progress reports twice per academic year.

Participate in student progress team meetings with colleagues (administration, advisors, instructors, etc.).

Implement evidence-based instructional practices within their classroom.

Effectively utilize technology to enhance student learning and increase student progress. All ESOL instructors must use Google Classroom, Google Applications for Education, and Newsela, to enhance the delivery of academic content and digital literacy skills amongst their students.

Engage in common planning time with peers offering the opportunity for a collegial exchange of ideas and the development of creative and engaging lessons.

Work cooperatively with administrative staff to ensure curriculum is aligned with the College and Career Readiness Standards for Adult Education, the English Language Proficiency Standards for Adult Education, and the Massachusetts Curriculum Frameworks for ESOL.

Arrive on site at least ten minutes prior to the beginning of class and stay until class is scheduled to end.

Participate in at least twelve hours of professional development activities aligned to personal and programmatic goals and initiatives.

Instructors with less than one year experience in adult education must attend DESE sponsored "New Staff Orientation" as conducted by the Statewide professional development system within one year of employment start date.

Participate in the annual instructor effectiveness evaluation program designed to identify areas of professional strength and areas of growth in the employees professional practice.

Participate in annual performance review with direct supervisor and/or designee including any or all of the following: (1) short mini-observations (2) Formal classroom observations (3) Formal review process as dictated by the Office of Human Resources and the MCCC contract.

Maintain electronic copies of lessons plans aligned to the program's curriculum and the appropriate standards (national, state, academic, content, career, etc.)

Attend all program wide meetings as scheduled by the program or his/her designee.

Participate in regularly scheduled curriculum development and program improvement activities as assigned by the Assistant Dean or his/her designee.

Work in collaboration with program on implementing multi-year strategic plan

aligned to WIOA, State, and Local priorities.

Work cooperatively with educational and career advisors to assist each enrolled student in the development of a comprehensive education and career plan that includes education and training opportunities along regionally identified career pathways.

Collaborate with program administration to develop and implement an annual professional development plan approved by the program director and linked to the multi-year strategic plan.

Collaborate with program educational and career advisors to deliver classroom lessons and activities around college and career readiness and digital literacy. Assist advisors in the alignment of these lessons to academic and content standards.

Collaborate with regional partners to ensure access to education and training opportunities to enhance employability and student success.

Other Duties as assigned.

### **Requirements:**

Bachelor's Degree in Education or related field required

Computer Literacy Skills

Excellent oral and written communication skills

Previous classroom experience preferred

Previous Experience working with adult learners preferred.

### **Additional Information:**

Salary:\$ 28.29 per hour Grant Funded

Employee Status: Part Time

Benefits: No

Hours per Week: not to exceed 18

*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the*

*Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.*

**Application Instructions:**

The following documents are required:

1. Resume
2. Cover Letter

*Deadline Date: **Open Until Filled***

*Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).*