



## **Notre Dame Education Center, Lawrence**

*A Bridge of Hope...for Adult Learning*

### **Our Mission**

*The Notre Dame Education Center-Lawrence (NDEC) is a community of learning where low-income adults are empowered to improve and enrich their lives and the lives of their families in an environment that is welcoming, respectful and dignified. Through access to quality direct services, collaboration and advocacy for positive change, NDEC provides goal-oriented education, skills training, language and literacy development, enrichment opportunities and support services. NDEC assists and supports adult learners to achieve their next steps and reach their full potential as productive, contributing workers in the community and in society.*

*Approved by the board 3-6-2017*

*Sponsored by the Sisters of Notre Dame de Namur who have continuously lived and ministered in Lawrence, MA since 1859.*

### **Evening ESOL Instructor**

**GENERAL STATEMENT OF DUTIES:** The ESOL instructor promotes a student-centered approach to teaching. This approach enables students to learn what they want to and need to learn. This student-centered approach reflects current adult learning theory reflected in the MA ESOL Language Proficiency Standards (ELPS). In this student-centered approach, students are actively involved in their own education.

### **RESPONSIBILITIES / DUTIES:**

- ✓ Monitor student goals; provide encouragement and strategies for students to attain them
- ✓ Implement the Massachusetts English Language Proficiency Standards for Adult Education as part of curriculum planning.
- ✓ Administer teacher-made student assessments in addition to text unit assessments
- ✓ Maintain appropriate student records and student portfolio
- ✓ Monitor student attendance; provide a follow-up on absences and report them to the education and career advisor or program manager
- ✓ Select and develop appropriate materials and methods that encourage student achievement

- ✓ Familiarize themselves with technology and teaching styles that enhance student achievement
- ✓ Place students at appropriate levels of Rosetta Stone and monitor weekly progress
- ✓ Provide input for planning and participation in program development activities
- ✓ Plan with peers on developing curriculum that meets the needs of students
- ✓ Refer students to academic and career advisor, when appropriate
- ✓ Maintain daily teaching log and present lesson plans to the Program Manager as requested
- ✓ Attend ESOL staff meetings
- ✓ Attend professional development activities

**SUPERVISION:** The ESOL instructor is accountable to the program manager for curriculum development, lesson plans, supervision and annual observation of the instructor.

**QUALIFICATIONS** include a BA; experience in the areas of teaching/tutoring; experience working with an adult learner population preferred; experience working with immigrant population preferred; ability to work as part of an educational team and excellent communications skills.

**Hours:** Tuesdays and Thursdays, 6 p.m. to 9 p.m. and/or Mondays and Wednesdays when classes are in session

**Compensation** hourly rate plus 30 minutes prep time per teaching hour