



Job Posting

Job Title

FT BEGINNER-LEVEL ADULT ESOL TEACHER	Date: 6/11/2019
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Department

Adult Education	Email: Jobs@bcnc.net
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Position Summary:

The **Teacher of Beginner-Level Adult ESOL for College and Career Readiness** is responsible for developing and implementing a student-centered, goal-oriented curriculum that aligns with the standards of the Massachusetts English Language Proficiency Standards for Adult Education and the vision of the Adult Education program, and raises the English proficiency level of students so they can achieve their educational goals.

The Beginner-Level Teacher will teach morning and evening classes, 10:00am-12:30pm and 6:00-8:30pm, Tuesday through Thursday, and during one of these timeslots on Monday. This position is for work at BCNC's Boston Chinatown site.

Compensation: \$43,000 - \$45,000 per annum DOE, for 37.5 hours/week; medical and dental insurance; paid vacation, sick leave, and personal days.

Responsibilities:

80% Teaching and Curriculum Planning

- Prepare a class syllabus.
- 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.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- 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:

- BA in related field.
- Knowledge and practical application of research-based teaching methods.
- Excellent written and oral communication skills.
- Proficiency in use of Microsoft Office tools (Word, Excel, PowerPoint, and Outlook) and Google suite, and the ability to integrate technology into the classroom.
- Good project management skills, and 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.
- Ability to work flexible hours (evenings, weekends, and early mornings) as needed to support needs of students and program.

Preferred:

- MA in TESOL.
- Experience teaching adult learners.
- Experience teaching Chinese immigrant learners.
- Experience in curriculum development.
- Knowledge of Massachusetts English Language Proficiency Standards for Adult Education (or earlier DESE Adult ESOL Curriculum Framework and College and Career Readiness Standards for Adult Education).
- Certification for administration and scoring of BEST Plus 2.0 and TABE CLAS-E writing and reading.

Physical Requirements



**Boston Chinatown
Neighborhood Center**
波士頓華埠社區中心

Position is not exposed to adverse environmental conditions

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.

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