



**World Education, Inc., 44 Farnsworth Street, Boston, MA 02210**

**Position:** Workplace Education ESOL Instructor

**Date:** September 2019 –December 2019.

**Description:** World Education in partnership with the Seaport Hotel & World Trade Center provides English language instruction to workers on-site at the hotel. Two levels of classes meet four hours a week with students attending on paid release time.

**Instructor hours:** 13 weeks of teaching. Tuesday/Thursday 3:00 -5:00 PM class  
Approximately 148 hours from August - December 2019. Project is expected to continue into calendar year 2020.

**Rate of pay:** \$36.00/hr.; non benefitted

**Requirements:**

- Develop contextualized workplace ESOL curriculum and lesson plans based on student needs and goals with employer input.
- Learn about the workplace and current needs
- Teach classes from 3:00 to 5:00 PM on T/Th in employer conference room.
- Communicate with HR staff before and after each class.
- Develop formative assessments and evaluate student progress
- Maintain daily sign-in sheets attendance records, and student files
- Participate in and prepare for two planning team meetings
- Prepare lesson plans for substitute teachers when absent.
- Attend professional development activities

**Qualifications:**

- Bachelor's Degree required, Master's in Applied Linguistics or adult education preferred
- Minimum two years experience teaching ESOL in a classroom setting
- Workplace ESOL experience preferred
- Proficiency with the Massachusetts English Language Proficiency Standards for Adult Education

**To apply, send resume by August 30<sup>th</sup> to:** Kathleen O'Connell, Workplace Education Coordinator, World Education, Inc. at [Kathleen\\_oconnell@worlded.org](mailto:Kathleen_oconnell@worlded.org)