

Holyoke Community College

(MCCC) Literacy Specialist (ESOL, daytime) - Ludlow Area Adult Learning Center

About Holyoke Community College:

Holyoke Community College: the opportunities you want; the future you're looking for.

For over 65 years, Holyoke Community College has been a gateway to quality education and career advancement. Seeking to realize their dreams and aspirations, more than 100,000 students have come through the open doors of the College. HCC offers over 100 different academic options.

The Commonwealth's oldest community college, Holyoke Community College serves more than 12,500 students annually in credit and noncredit programs and courses. The college has the highest transfer rate of any community college statewide, holding articulation agreements with more than 27 colleges and universities. Recognized for its Honors Program, distance learning curriculum, learning communities, and service to students, HCC also offers business development opportunities through the Kittredge Center for Business and Workforce Development.

Job Description:

Will provide student-centered ESOL instruction with career and college readiness focus.

Teach 2 mornings (9 am - 1 pm) and 3 evenings (6-9pm) per week; Sept-June.

Total of 17-20 hours/week classroom instruction, 8.5-10 hrs/wk prep (1 hr prep per 2 hrs teaching), 4 hrs/wk program planning, 3.5 hrs/wk assessment, program and staff development, intake/recruitment, etc.

DUTIES:

1. Provides high quality ESOL instruction related to skill development and college/career readiness. The program seeks to guide learners in identifying career goals and developing ESOL and work readiness skills in relation to that goal, leading to employment or placement in a job training or educational program leading to employment. May include some math instruction integrated into ESOL.
2. Works closely with Program Director, Career Advisor and other teachers to provide comprehensive instruction and support.
3. Works closely with Program Director to develop and maintain student assessment schedule in order to meet program goals and fulfill funding requirements. Assesses ESOL students in reading, writing, speaking and listening.
4. Participates in program planning, curriculum development, and program continuous improvement.
5. Oversees timely and accurate maintenance of student records and entry of attendance, assessment and other data.
6. Conducts intake interviews with prospective students and assesses current students using BEST Plus and TABE-E tools.

Requirements:

REQUIRED QUALIFICATIONS: Master's degree and/or TESOL Certification; at least two years experience in ESOL instruction; strong written and interpersonal communication and technology skills; excellent organizational skills; strong leadership skills; commitment to professional and program development; commitment to learner-centered teaching; ability to work effectively and flexibly with a diverse faculty, staff, and student body.

PREFERRED QUALIFICATIONS: Trained on TABE-E writing and/or BEST+ Speaking/Listening Assessments; proficiency in Spanish, Arabic, Portuguese, Turkish, Polish, Russian or other language than English; familiarity with DESE-funded ABE system (including ESOL Curriculum Frameworks and College & Career Readiness Standards); previous experience using DESE SMARTT database.

EQUIVALENCY STATEMENT: Applicants who do not meet the minimum requirements are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

COMPENSATION: Grade 4; Minimum \$42,063-\$47,000/year. Actual salary will be commensurate with education and experience in accordance with MCCC/MTA Collective Bargaining Agreement. Full State benefits.

HOURS: 37.5 hrs/week; total of 44 weeks.

FUNDING: Grant funded through 2022 (pending funding)

Additional Information:

Category: Professional
 Department: Business & Community Services
 Locations: Holyoke, MA
 Posted: Jul 26, '18
 Type: Full-time
 Ref. No.: 19004



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Holyoke Community College is committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.

- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.
- Pre-Employment Background check, including Criminal History will be conducted for all positions.

Application Instructions:

Applicants interested in applying MUST submit the following documents via online:

- Resume/CV
- Letter of Interest (Cover Letter) and
- List of references with names, email addresses, & telephone numbers of three professional references

DEADLINE: Screening will begin with applications received by **August 16, 2018**. Additional applications may be considered until position is filled.

Returning applicants - **Login to your Holyoke Employment Account** to check completed application.

<https://hcc.interviewexchange.com/login.jsp>