



Job Posting

Job Title

PT TEACHER OF BEGINNER-LEVEL ADULT ESOL – BOSTON - EVENING

Date: 2/12/2019

Department

Adult Education

Email: Jobs@bcnc.net

Position Summary:

The part-time Teacher of Beginner-Level Adult ESOL 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, the College and Career Readiness 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. This position is for SPL 0-2 evening ESOL instruction at our Boston Chinatown site. The position is compensated at \$20,800 - \$22,000, depending upon experience, for 20 hours/week, and qualifies for the BCNC package of part-time employee benefits: partial medical and dental insurance; and pro-rated paid vacation, sick leave, and personal days.

Responsibilities include:

- Prepare a class syllabus.
- Prepare a monthly curriculum chart based on the class syllabus.
- Develop and teach ESOL classes using formal, written lesson plans.
- Conduct classes entirely in English.
- Actively participate in program planning and evaluation; prepare for and participate in monthly planning meetings with teachers and administrative staff.
- 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.
- Arrange for substitute teachers when needed.
- Maintain accurate and timely student records.
- Contact absent students, per program policy guidelines.
- Assess and record students' skill progress at the end of every term; 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 (when needed) assist advisors in intake assessment, registration and orientation of program applicants.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

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Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

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- Participate in monthly all-staff meetings and monthly 1-1 meetings with the director.
- Participate in ongoing professional development to ensure that skills are current.
- Assist in other department and agency initiatives as required by program administrative staff

Skills and Experience Required:

Required:

- BA in related field.
- Knowledge and practical application of research-based teaching methods.
- Excellent written and oral communication skills.
- Hands-on experience with Microsoft Office tools (Word, Excel, PowerPoint, and Outlook), 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.
- Responsible for own professional development, to ensure that teaching methods and skills stay current.
- 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:

- Position is not exposed to adverse environmental conditions.
- Must be able to teach in a standard classroom using projection technology.

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.