



AACA 華美福利會

ASIAN AMERICAN CIVIC ASSOCIATION, INC

87 Tyler Street, 5th floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482-2316 www.aaca-boston.org

Asian American Civic Association

Part-Time Job Posting

Job Title: Beginner - Intermediate ESOL Workplace Education Instructor

AACA's mission is to provide limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

Position Summary:

AACA is seeking a Bilingual (Spanish & English) Instructor for a 12 hour per week, teaching position providing instruction in ESOL for restaurant workers. Students are beginner & intermediate second language learners working in an upscale restaurant in downtown Boston. Classes will be taught on site at the restaurant. The instructor is responsible for coordinating development of contextualized curriculum, classroom instruction and management and student assessment with the employer and other project partners.

Hours: Part-time, 12 weekly paid hrs include: 4.5 hrs teaching, 4.5 hrs preparation, 3 hrs meeting time

Classes held: Three weekday mornings from 7:00 am – 8:30 am, Mid-November 2017 through June 2018

Wage: \$24.00/hour

Primary Responsibilities:

- Develop, evaluate, and modify contextualized curriculum and lesson plans according to employer input, student needs and supervisor feedback
- Conduct classroom instruction, starting and finishing classes promptly on time
- Develop and evaluate student assessment tools and evaluate student progress through assigned work
- Maintain student records and keep student attendance records for each day of class
- Actively participate in program meetings and work collaboratively with project partners
- Participate in the development and implementation of programmatic and Administrative and class policies
- Maintain regular contact with supervisor & employer regarding attendance and classroom issues.
- Secure substitute teacher when absent & prepare lesson materials for substitute teachers
- Plan and participate in student graduation ceremonies & employee events
- Continue to develop and improve teaching skills by participating in professional development
- Other duties as assigned

Qualifications and Requirements:

- Bachelor's degree required. Master's in applied linguistics, adult education, instructional design or related field strongly preferred.
- Experience teaching beginner - intermediate ESOL required
- Fluency or high level proficiency in Spanish language required
- BEST Plus certified or willing to become certified preferred
- Experience working in hospitality or restaurants helpful
- Experience teaching in workplace education programs helpful

Salary: \$24.00/hour, no benefits

To apply, send resume and cover letter by December 21, 2017 to: HR Department, Asian American Civic Association, 87 Tyler Street, 5th floor, Boston, MA 02111 or Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer.

