



## Job Posting

Job Title

<b>PT TEACHER OF BEGINNER-LEVEL ADULT ESOL</b> <b>Temporary</b> <b>QUINCY SITE EVENING</b>	Date: 3/4/19
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Department

<b>Adult Education</b>	Email: <a href="mailto:Jobs@bcnc.net">Jobs@bcnc.net</a>
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Position Summary:

<p>The part-time Teacher of Beginner-Level Adult ESOL is responsible for developing or adapting 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 is a temporary position for SPL 0-2 evening ESOL instruction at our North Quincy, MA site, Tuesday through Thursday evenings. \$28 / hour; 12 hrs./week for 7.5 hours of instruction; no associated benefits.</p>
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Responsibilities:

<p><b>Teaching and Curriculum Planning</b></p> <p>Develop and teach ESOL classes using formal, written lesson plans:</p> <ul style="list-style-type: none"> <li>–tied to an existing class syllabus;</li> <li>–tied to Massachusetts English Language Proficiency Standards for Adult Education and College and Career Readiness Standards for Adult Education;</li> <li>–meeting MA DESE requirements for lesson plan contents;</li> <li>–integrating reading, writing, speaking, listening, study skills, basic computer skills, and pre-vocational soft skills;</li> <li>–incorporating different learning styles of students (visual, kinesthetic/tactile, auditory, etc.);</li> <li>–incorporating common student goals; and</li> </ul> <p>Conduct classes entirely in English.</p> <p>Review feedback from students, and adjust teaching methods and materials to meet the needs of the students.</p> <p><b>Administration and Documentation</b></p> <p>Maintain accurate and timely student records.</p> <p>Assess and record students’ skill progress; use objective criteria for assessing student abilities; assist administrative staff in deciding how to move students between levels.</p> <p>Report periodically on topics, materials and activities covered in class.</p> <p>Meet with students to understand students’ goals and record students’ progress against goals; assist counselors in documenting these goals.</p>
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### 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.

#### **Physical Requirements**

Must be able to use classroom projection equipment: laptop, projector, screen  
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.