



## **SCALE JOB POSTING**

**E.L.L. LEVEL 3 TEACHER**  
**PART-TIME EVENING POSITION**  
**AUGUST 28, 2019 START DATE**

### **Synopsis:**

The Somerville Center for Adult Learning Experiences (S.C.A.L.E.) is now accepting applications for the position of part-time ELL Teacher – Level 3 to start at SCALE August 28<sup>th</sup>, with classes starting September 3, 2019. Classes are held at SCALE, 167 Holland Street, Somerville, MA 02144.

### **Schedule:**

- Part Time: Tuesday and Thursday evenings, 6:00 p.m. – 9:00 p.m.
- 6 teaching hours and 1.5 preparation hour per week
- Monthly meetings, 5:00 – 6:00 p.m.
- Teaching responsibilities begin on Tuesday September 3, 2019 and continue through the end of our second instructional cycle in May or June 2020. *(Please note that the actual end date will be determined after snow days or other cancellations.)*

### **Salary:**

- Salary range is \$34.98-37.66 per hour in accordance with the collective bargaining agreement.

### **General Description:**

Part-time ELL Teacher in ELL 3 is responsible for preparing engaging, active, learner-centered lessons and instructing adult immigrant students at an intermediate level of ELL at SCALE. Instruction focuses on improving aural comprehension, accurate oral production, and English grammar, and on developing reading and writing skills appropriate to the level of the students according to the curricular guidelines of the program. Technology is integrated to enhance instruction and to strengthen students' digital literacy in preparation for college and/or workplace demands. Instruction includes materials and content choices that are responsive to student input and feedback.

Teachers follow the SCALE ELL curriculum, attend monthly department meetings, monitor and communicate with students about their progress, and work with the ELL counselor, program administrator, and an active and diverse team of teaching colleagues to provide a rigorous and meaningful educational experience that advances students toward their goals. Teachers are expected to participate in staff development activities throughout the year and may also collaborate with an in-class volunteer.

### **Responsibilities Include:**

- Prepare lesson plans and choose appropriate materials, following the ELL Department's Curriculum Guidelines and MA DESE English Language Proficiency Standards, and **submit one lesson plan per month.**
- Attend and participate in department meetings and appropriate in-service workshops.
- Evaluate student progress and make placement recommendations as required by department policy/procedures.

- Complete attendance and assessment-related activities as required by the Department of Elementary and Secondary Education (DESE).
- Work effectively with other teachers, counselor(s) and program administrator on student and program issues.
- Follow department policy/procedures regarding substitutes and substitute lesson plans.
- Integrate technology into instruction.

**Minimum Qualifications:**

- Bachelor's Degree; Masters in ESOL or adult literacy preferred.
- Minimum of 3 years ELL classroom teaching experience – at least one complete year teaching adult immigrants
- Demonstrated knowledge of a variety of learner-centered teaching approaches and effective integrated skills activities
- Massachusetts Teacher Certification a plus
- BEST Plus and TABE-e Reading certification is preferred but not required for this position.

**Physical Demands, Work Environment, Application Requirements**

- Completion of an extensive application packet, including copies of social security card and government issued identification.
- Completion of C.O.R.I form
- Completion of the National Fingerprint-based background check in accordance with M.G.L. c. 71, §38G.
- Job requires computer use.
- General office and classroom environment with air conditioning and fluorescent lighting.

**Reports to:** ELL Program Administrator

**Process for Application:** To be considered for this position, please submit an online application through the Somerville Public Schools at the website below, including a cover letter, current resume, and three letters of reference. Qualified applicants will be contacted for an interview.

***SCALE is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
committed to building a diverse workplace.  
We strongly encourage applications from people of diverse backgrounds.***