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*Diane Portnoy*  
Founder and CEO

### **Full-Time ESOL Instructor Position**

The Immigrant Learning Center, Inc. has a full-time position open for our next session starting April 22, 2019. This position entails teaching two ESOL classes. The morning class meets 9:00-11:30 Monday-Friday, and the afternoon class meets 12:00-3:00 Monday-Thursday. Teacher meetings usually take place on Friday afternoons. We are looking for a teacher flexible enough to teach beginning to high-intermediate ESOL levels (SPL 0-7).

#### Responsibilities:

- Instruct adult learners in English skills: reading, writing, speaking, and listening comprehension
- Assist with design and implementation of ESOL curriculum, assessments, and instructional materials
- Align curriculum and lesson planning with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS)
- Incorporate student goals and assessment data into lesson planning
- Collaborate with the computer teacher to develop and carry out digital literacy lessons and projects
- Collaborate with education/career advisors to help students develop and carry out "next step" education and/or career plans
- Document unit and lesson plans in accordance with program guidelines
- Complete required paperwork, including attendance, student goals and achievements, assessments, and promotions
- Hold individual conferences with students at the end of each session
- Communicate classroom/student issues to the program director in a timely manner
- Participate in monthly staff meetings and other teacher/program meetings as scheduled
- Participate in program development activities including curriculum review and development meetings
- Set and document professional development goals
- Help with other duties as assigned by the director

#### Minimum Qualifications:

- Bachelor's degree, Master's preferred
- Teaching certificate and/or experience working with the adult ESOL population
- Excellent oral and written communication skills in English
- Proficient computer/internet skills
- Ability to adapt teaching styles and materials to meet individual needs of students
- Ability to work collaboratively and share responsibility with team members

Classes meet approximately 44 weeks per year. The starting pay rate is \$22.00/per hour, 24.5 teaching hours and 15.5 prep hours. Curriculum development and professional development hours are additional. Vacation, holidays, and sick time are included. Health and dental insurance are available.

If you are interested, please send your resume, cover letter, and one sample lesson plan to Karen Oakley, Director of English Language Programs, at [koakley@ilctr.org](mailto:koakley@ilctr.org). The ILC is located at 442 Main St, Malden, and is easily accessible by public transportation. We are an equal opportunity employer actively seeking candidates from diverse backgrounds.