



ABCD Job Description

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| JOB TITLE: | ESOL Instructor/Education and Career Advisor |
| DEPARTMENT: | Education, Training, and Youth Services |
| REPORTS TO: | Program Coordinator |
| SITE: | Mattapan Family Service Center |
| SUPERVISES: | None |
| EXEMPT/NONEXEMPT: | Exempt |
| DATE: | Revised July 2020 |

GENERAL RESPONSIBILITIES:

The ESOL Instructor provides individualized and group instruction to adults in English to Speakers of Other Languages (ESOL) classes and conducts on-site and off-site, as appropriate, activities. The ESOL Instructor plans and develops curricula and materials and uses a participatory, team-based, learner-centered approach. Finally, the ESOL Instructor participates in the ABCD Adult Education system, which includes providing educational counseling and working closely with the Program Coordinator and Career Advisor in the development and implementation of individual education and career plans based on each learner's goals, needs and assessments.

ESSENTIAL DUTIES:

- Develop Individual Education and Career Plans based on learner goals, needs, and assessment.
- Utilize online platforms and other resources to conduct classes and maintain communication with students.
- Provide group instruction in ESOL.
- Provide academic counseling and referral as needed.
- Develop and document materials, curriculum and resources.
- Provide periodic academic assessment and program evaluation according to DESE-ACLS requirements and tools.
- Conduct on-going evaluations of learners and projects.
- Participate in staff and program development activities, including developing and implementing an Individual Professional Development Plan.
- Coordinate activities with other instructional staff, advisors, and volunteers.
- Maintain accurate student attendance records and student progress notes, and provide students periodic opportunities to discuss student progress and to identify any additional assistance that may be required.
- Fulfill all internal and external reporting requirements.
- Attend monthly staff meetings and common planning meetings to ensure best practices are put into place.
- Maintain constant communication with advisors and coordinators about students and additional support needed.
- Perform other related duties as assigned from time to time.



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JOB KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work effectively with individuals of diverse socioeconomic and cultural backgrounds.
- Demonstrated knowledge of curriculum design, curriculum development, assessment, and evaluation.
- Ability to put in place current theories and principles of Second Language acquisition in the classroom.
- Ability to use a participatory, team-based, learner-centered approach.
- Excellent oral and written communication skills.
- Computer proficiency
- Able to work independently and as part of a team
- Bilingual in English and Haitian Creole or French is preferred

EDUCATION & EXPERIENCE:

Minimum of Bachelor's degree in education, social sciences or related field, and one to three years of previous teaching experience with adults and/or youth, preferably in ABE, ASE, or ESOL in a community based setting required. Masters in TESOL and familiarity with Department of Elementary and Secondary Education MA Curriculum Frameworks and College and Career Readiness Standards preferred. Certification in administering and scoring the TABE Reading and Writing and BEST Plus 2.0 preferred.

Applicants may apply directly through the ABCD website: <https://careers.bostonabcd.org/> or by sending a resume and cover letter to Cheyenne Deveney, cheyenne.deveney@bostonabcd.org