

Job Description

ESOL Instructor Level 4: Academic ESOL

BHA/Charlestown Adult Education

76 Monument Street

Charlestown, MA 02129

Office 617-635-5221

Cell 617-818-7158

Responsibilities:

- *Plan curriculum for virtual and on-site class and be flexible to changes*
- *Be tech savvy and able to implement virtual instruction*
- *Plan participatory, learner centered, individualized and engaging lessons that enhance and improve the language acquisition of adult learners at the high beginner low intermediate level*
- *Integrate Science, Social Studies, Math, in preparation for pre-HiSET program as well as, Grammar, Reading, Writing, Speaking, and Listening Comprehension into all lessons, while addressing learner goals*
- *Meet weekly with ESOL team for curriculum development and sharing*
- *Align curriculum with the Mass Frameworks and the Common Core Readiness Standards and submit weekly lesson plans*
- *Meet weekly with Director and Administrative Assistant to discuss/report any student related issues: attendance, appropriate placement, and referrals*
- *Keep daily attendance records and immediately report any issues*
- *Attend regular staff meetings*
- *Attend at least 12 hours of staff development per year*

Qualifications/ Qualities:

- *Must have a Bachelor's degree in Education, ESOL or related field*
- *Must have at least 3 years of experience*
- *Must be passionate, compassionate, sensitive and devoted to the overall well-being of our diverse population of adult learners*
- *Must have excellent communication and inter-personal skills and the ability to multi-task*
- *Must be flexible and able to individualize instruction*
- *Must be willing and able to work with our Boston College volunteer tutors*