

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.
HAITIAN - MULTI SERVICE CENTER**

ESOL INSTRUCTOR (Full Time)

POSITION DESCRIPTION

The Full Time ESOL Instructor at the Haitian Multi-Service Center (35 hours w/ benefits) will teach ESOL 0, I and ESOL III during the day and teaching an ESOL III class three evenings per week. The ESOL Instructor is responsible for developing and implementing curriculum for the class while assessing the on-going educational needs of the students. These hours include: 23 hours of teaching, 10 hours of preparation and 2 hours of meetings and professional development.

REPORTS TO

The Program Director or designee

ESSENTIAL FUNCTIONS

- Creatively addressing the language learning needs of ESOL students through a variety of relevant themes or social issues that help connect students with the larger city in their study and use of English
- Engaging students in reading and writing activities daily
- Integrating DOE ESOL Curriculum Frameworks, student goals and computer instruction (in conjunction with computer lab coordinator), into lesson plans
- Work variable program hours that meet the needs of the contract, students and program goals.
- Keeping accurate and up to date attendance records
- Providing on-going assessment of students
- Communicating with counselors regarding student issues
- Tracking and acknowledging student goal accomplishments monthly
- Attending weekly staff meetings and planning meetings
- Other responsibilities as required.

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QUALIFICATIONS

- BA or certificate in ESOL or Adult Literacy
- Experience teaching ESOL students
- BEST PLUS, and/or REEP certification preferred
- Strong interpersonal, communication, editing and organizational skills.
- Interest in working with individuals of all backgrounds with varying needs.

PLEASE SUBMIT 'RESUME W/ COVER LETTER' TO: philip_howard@ccab.org