**JPCCALP ESOL /  HiSET Teacher Job Description**

**\*\* *People who have submitted interest in working with this organization in response to a recent posting are encouraged to resubmit your resume and cover letter using the current contact information below.***

**Available Teaching Positions**

**ESOL Evening Program Teachers**            **AM HiSET Teacher**

Levels 2 and 4                                             Class is to start in February 2020

Tu/W/Th class is 6-9pm                              Class days/times: TBD

**Substitute teachers**; all ESOL levels - AM: Literacy to Level 4

         PM: Levels 1 to 4 and English for Advancement     HiSET ELA, HiSET Math

We are seeking **to fill all of the above positions with people committed to providing the best learning environment for our learners.  Working in collaboration with all staff is critical in the mission of the organization.**

Compensation for the position includes 9 hours of teaching and 6 hours of prep, including one meeting/week.

**General Statement of Duties/Responsibilities:**

Instruct Adult Learners in ESOL or HiSET language and life skills within a learner-centered, achievement-oriented program curriculum.

Develop and implement ESOL or HiSET curricula, assessment and instructional materials aligned to the Massachusetts English Language Proficiency Standards for Adult Education (ELPS and contextualized to college and career goal attainment.

 Focus on skills that will aid students in advancing to their next level and in preparing them for college and careers in industries that pay family-sustaining wages.

Assist those who are ready to move to postsecondary, training and/or employment.

Assess students regularly with standardized (*MAPT; BEST Plus; TABE CLAS-E*) and teacher-made assessments.

Hold 1:1 student progress meeting with progress checklists for each student.

Collaborate with volunteers regarding matches of tutors and in-class assistants.

Collaborate with the Education & Career Advisor, Program Coordinator, and other Instructors to promote student retention, and overcome obstacles to their learning.

Incorporate use of technology in class weekly.

Use Google Drive including Calendar, Sheets and Docs to support communication throughout the program and document work, including lesson plans and shared work on curriculum, and recording attendance.

Be familiar with the student and staff handbooks and collaborate with enforcement of program policies.

Maintain student data: attendance, test results, student work, and goals achieved in student files, and other reporting requirements

Participate constructively in weekly teacher or staff meeting; work collaboratively with team members to ensure performance goals are met

Participate in professional development related to the Workforce Innovation and Opportunity Act (WIOA), performance standards, and the state performance accountability measures, including all ESOL or ABE assessment certifications.

**Teacher Requirements:**

* B.A./B.S required, M.A./M.S. in ESOL, Education, or related field preferred
* Two years’ experience of ESOL or HiSET instruction to diverse adults at various levels
* Proficient in Google Drive and Microsoft Office Suite
* Flexible to ‘work outside the box’
* Ability to work independently and as part of a team
* Experience with and commitment to collaborative, achievement-oriented education

 For consideration, forward a cover letter and resume to: [jehenderson.jpcc@gmail.com](mailto:jehenderson.jpcc@gmail.com)