

### Part Time Teacher for English for Employees

Help local workers to improve their English communication through contextualized classes. Help both the company and your students to reach their goals!

- Two sections of class, 3:00-5:00pm and 5:15-7:15pm
- Classes meet Wednesdays and Thursdays for 12 weeks
- 8 hours of teaching + 4 hours of preparation per week: 12 hours
- Start date is still being finalized
- Students will be grouped by level, likely into one Beginner and one High Beginner/Low Intermediate group
- To be held in Lynn, access to car needed
- \$20-22/hour

#### Description of Position:

- Teach ESOL to adults who are employed at a small grocery store chain
- Survey and incorporate student and employer goals into coursework for a student-centered, goal-oriented participatory ESOL class
- Instruct reading, writing, pronunciation, grammar, speaking and listening skills
- Select relevant materials to engage and meet student needs.
- Review and track goals and achievements with students
- Conduct student assessments at regularly scheduled intervals to evaluate progress
- Communicate classroom/student issues to Assistant Director in timely manner

#### Description of Administration:

- Keep attendance records
- Provide weekly lesson plans to the Assistant Director
- Assist with intake evaluations and assessments

#### Qualities Needed for Position:

- TEFL, CELTA or related certification required
- BA or Master's degree in ESOL, Education or related field preferred
- Familiarity with learner-centered, goal-oriented participatory ESOL
- Sensitive to socio-economic and ethnic minority issues
- Strong communication and inter-personal skills
- Able to work independently and as part of a team
- Computer proficiency (i.e. Microsoft Office, Navigating Internet including ESL websites)
- Fluency in Spanish a plus

Email resume and cover letter to Sarah Harkleroad at [sharkleroad@ymcaboston.org](mailto:sharkleroad@ymcaboston.org).