



Job Posting

Job Title

FT TEACHER FOR BEGINNER LEVEL ESOL - Quincy	Date: 6/18/18
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Department

Adult Education	Email: Jobs@bcnc.net
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Position Summary:

The Teacher for Beginner Level ESOL is responsible for developing and implementing a student-centered, goal-oriented ESOL curriculum that integrates elements of blended instruction (using both classroom-based and online content); aligns with the standards of the Massachusetts Department of Elementary and Secondary Education (DESE) Adult ESOL Curriculum Framework, the College and Career Readiness Standards for Adult Education, and the vision of the BCNC Adult Education program; raises the proficiency levels of students' English, academic and career-readiness skills to help them move on to success in post-secondary education/training and/or employment.. The Beginner curriculum is generally intended to move students from Student Performance Level (SPL) 0 or 1 to 2.

The Beginner Level Teacher will teach morning and evening classes, 10:00am-12:30pm and 6:00pm-8:30pm, Tuesday through Thursday, and at one of these timeslots (morning or evening) on Monday. This position is for work at BCNC's North Quincy, MA site.

Full-time employment is 37.5 hours per week. Salary range: \$40,000-\$45,000 depending upon qualifications; medical and dental insurance; paid vacation, sick leave, and personal days.

Responsibilities:

Teaching and Curriculum Planning

- Develop and teach ESOL classes using written lesson plans:
- tied to the class syllabus and monthly curriculum charts
- tied to Mass. DESE ESOL Curriculum Framework
- meeting Mass. DESE requirements for lesson plan contents
- integrating reading, writing, speaking, listening, math, academic skills, digital literacy skills, pre-vocational soft skills, and knowledge of U.S. history, government, and civic rights and responsibilities
- incorporating different learning styles of students (visual, tactile, auditory, etc.)
- incorporating common student goals
- posted in shared files
- Conduct classes primarily in English, with student first language support when most effective
- Actively participate in program planning and curriculum design and enhancement; work with colleagues to implement recommended enhancements; monitor student progress and provide feedback on changes/accommodations that were made
- Collect and review student feedback, and adjust teaching methods and materials to meet student needs
- Meet program annual target for percentage of students in class who show Educational Functioning Level completion on standardized tests

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- Arrange for substitute teachers when needed
- Assist advising staff in teaching students about goal setting, and help students set educational and career goals

Administration and Documentation

- Maintain accurate and timely student records
- Contact absent students, per program policy guidelines
- Assess and record students' skill progress at the end of every term; use objective criteria for assessing student abilities; assist administrative staff in deciding how to move students between levels
- Meet with students to understand students' goals and record students' progress against goals; assist advisors in documenting these goals
- Conduct standardized assessment of enrolled students as part of program's annual pre- and post-testing, and, as needed, assist advisors with intake assessment, registration and orientation of program applicants
- Participate in monthly all-staff meetings, bi-monthly teacher team meetings, and periodic 1-1 meetings with supervisor, for review of program and personal performance under Workforce Innovation and Opportunity Act (WIOA) requirements and Mass. DESE Performance Accountability Measures, to work on program improvement

Program and professional development

- Develop and implement outcome-based annual goals that can be used to measure personal performance
- Participate in High Quality Professional Development (as defined by Mass. DESE) to ensure that skills and knowledge meet the quality requirements of the Workforce Innovation and Opportunity Act (WIOA)
- Assist in other department and agency initiatives as required by program administrative staff

Skills, Qualities and Experience Required:

Required:

- BA, preferably in English, education, TESOL or a related field
- 2 or more years of experience teaching adult learners and/or immigrant learners
- Knowledge and practical application of research-based teaching methods
- Good written and oral communication skills
- Proficiency in MS Office and Google suite tools, and the ability to integrate technology into instruction
- Good project management skills, and the ability to balance multiple priorities concurrently
- Ability to work in teams
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service
- Accountable for learner gains based on standard metrics
- Responsible for own professional development, to ensure that knowledge and skills stay current
- Ability to work flexible hours (evenings, weekends, and early mornings) as needed to support needs of students and program

Preferred:

- MA in English, education, TESOL or a related field
- Experience in curriculum development
- Working familiarity with Mass. DESE Adult ESOL Curriculum Framework and College and Career Readiness Standards for Adult Education



- Certification to administer and score BEST Plus and TABE CLAS-E reading and writing standardized assessments of English

Physical Requirements

- Must be able to talk and hear in classroom setting
- Work requires close visual acuity at times
- Position is not exposed to adverse environmental conditions

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.