

Holyoke Community College

(MCCC, Non-Benefited) Long-Term Substitute ESOL Instructor (Career Pathways class)

About Holyoke Community College:

Holyoke Community College: the opportunities you want; the future you're looking for.

For over 65 years, Holyoke Community College has been a gateway to quality education and career advancement. Seeking to realize their dreams and aspirations, more than 100,000 students have come through the open doors of the College. HCC offers over 100 different academic options.

The Commonwealth's oldest community college, Holyoke Community College serves more than 12,500 students annually in credit and noncredit programs and courses. The college has the highest transfer rate of any community college statewide, holding articulation agreements with more than 27 colleges and universities. Recognized for its Honors Program, distance learning curriculum, learning communities, and service to students, HCC also offers business development opportunities through the Kittredge Center for Business and Workforce Development.

Job Description:

Position is located at the Ludlow Area Adult Learning Center.

Provides student-centered ESOL and digital literacy instruction to high intermediate students in an intensive, career and college readiness focused program. Facilitates project based learning centered around students' career and educational goals. Works as part of a collaborative instructional team of ESOL teachers, technical instructors, and advisors. Instruction aligned to DESE ESOL Curriculum Frameworks and College and Career Readiness Standards.

Teach 10 hours per week, 5 hours per week prep, 2 hours program planning and staff development. Program runs 9:00 a.m. - 2:30 p.m. Monday and Tuesdays. Required staff and coordination meetings TBD.

DUTIES:

1. Provides high quality ESOL instruction related to skill development and college/career readiness. The program seeks to guide learners in identifying career goals and developing ESOL and work readiness skills in relation to that goal, leading to employment, placement in a job training or educational program leading to employment, or transition to community college by the end of the program.
2. Collaboratively develops thematic units and projects associated with the sectors of healthcare, early childhood education, culinary/hospitality, customer service, and manufacturing, with co-teacher.
3. Works closely with Director, co-teacher, and Career & Education Advisor to provide comprehensive instruction and support.
4. Participates in program planning, curriculum development, and professional development.

Requirements:

REQUIRED QUALIFICATIONS: Bachelor's degree and at least one year experience in Adult Basic Education, ESOL and/or Workforce Development; strong written and interpersonal communication and technology skills; commitment to professional and program development; commitment to learner-centered teaching; ability to work effectively and flexibly with a diverse faculty, staff and student body.

PREFERRED QUALIFICATIONS: TESOL certification; trained on TABE-E writing and/or BEST + Speaking/Listening Assessments; proficiency in Spanish, Arabic, Portuguese, Turkish, Polish, Russian or other language than English; familiarity with DESE-funded ABE system (including ESOL Curriculum Frameworks and College & Career Readiness Standards); ability to integrate math (operations, fraction, decimal, percentages, ratios, proportion) into ESOL instruction in relation to career goals; prior experience with career-focused ESOL instruction.

EQUIVALENCY STATEMENT: Applicants who do not meet the minimum requirements are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

COMPENSATION: \$28.29 an hour, non-benefited, MCCC unit position

STARTING DATE: ASAP

HOURS: 17 hours/week; total of 8 weeks maximum.

Funding Source: Grant

Category: Professional
 Department: Ludlow Area Adult Learning Center
 Locations: Holyoke, MA
 Posted: Mar 29, '18
 Type: PT No Benefits
 Ref. No.: 18061



Additional Information:

Holyoke Community College is committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.

- **All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.**
- **Pre-Employment Background check, including Criminal History will be conducted for all positions.**

Application Instructions:

Applicants interested in applying MUST submit the following documents via online:

- Resume/CV
- Letter of Interest (Cover Letter) and
- List of references with names, addresses, & telephone numbers of three professional references

DEADLINE: Applications will be reviewed until position is filled.

Returning applicants - **Login to your Holyoke Employment Account** to check completed application.

<https://hcc.interviewexchange.com/login.jsp>