

# Holyoke Community College

(MCCC, Non-Benefited) Literacy Specialist-ESOL (Multiple locations) day/evening

## 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:

Provides student-centered ESOL instruction to high-intermediate language learners with career and college readiness focus, aligned to DESE ESOL Curriculum Frameworks and College and Career Readiness Standards.

Springfield: Monday, Tuesday, Thursday evenings from 5:30-8:30 p.m. Weekly program meeting time TBD. Classes offered on the Springfield Technical Community College campus.



Holyoke: 3 days/week (TBD), 9 a.m.- 1 p.m. Weekly program meeting time TBD. Classes offered at the Picknelly Adult and Family Education Center (Maple St.).

Possibility of additional hours for substitute teaching and/or assessment if TABE-E or BEST+ certified up to a maximum of 18.5 hours/week.

## DUTIES:

1. Provides high quality communicative 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 or placement in a job training or educational program.
2. Integrates technology into instruction.
3. Works closely with Director, Career Advisor, and other teachers and staff to provide comprehensive instruction and support.
4. Works closely with intake/assessment coordinator to develop and maintain student assessment schedule in order to meet program goals and fulfill funding requirements.
5. Participates in program planning, curriculum development, and professional development.

## Requirements:

Category: Professional  
 

Department: Business & Community Services/Ludlow Area Adult Learning Ctr

Locations: Holyoke, MA

Posted: Jul 16, '18

Type: PT No Benefits

Ref. No.: 19002



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**REQUIRED QUALIFICATIONS:** Bachelors degree and at least two year's experience teaching adult ESOL/ESL/EFL; 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, Polish, Russian, or other language other than English; familiarity with DESE-funded ABE system (including ESOL Curriculum Frameworks and College & Career Readiness Standards); ability to integrate math (operations, fractions, decimals, 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/hr., non-benefited.

**HOURS:** 14-18.5 hrs/week - 9-12 hrs. teaching, 4.5-6 hrs. prep, paid staff meetings and professional development time (0.5 hrs. paid prep time for every teaching hour).

**FUNDING:** Grant

**Anticipated Start Date:** August 30, 2018

### 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:** Screening will begin will applications received by **August 3, 2018**. Additional applications may be considered until position is filled.

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

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