



**A A C A 華美福利會**  
**ASIAN AMERICAN CIVIC ASSOCIATION, INC**

87 Tyler Street, 5<sup>th</sup> floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482-2316 www.aaca-boston.org

**Asian American Civic Association**

**Part-Time Job Posting**

**Job Title: Beginner - Intermediate ESOL Workplace Education Instructor**

*AACA's mission is to provide limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.*

**Position Summary:**

AACA is seeking an instructor for a 12 hour per week, teaching position providing instruction in ESOL for restaurant workers. Students are beginner & intermediate second language learners working in an upscale restaurant in downtown Boston. Classes will be taught on site at the restaurant. The instructor is responsible for development of contextualized curriculum, classroom instruction and management and student assessment.

**Hours:** Part-time, 12 weekly paid hrs include: 4.5 hrs teaching, 4.5 hrs preparation, 3 hrs meeting time

**Classes held:** Three weekday mornings from 7:00 am – 8:30 am, Mid-November 2017 through June 2018

**Wage:** \$24.00/hour

**Primary Responsibilities:**

- Develop, evaluate, and modify contextualized curriculum and lesson plans according to student needs, employer input and supervisor feedback
- Conduct classroom instruction, starting and finishing classes on schedule
- Develop and evaluate student assessment tools and evaluate student progress through assigned work
- Maintain student records and keep student attendance records for each day of class
- Actively participate in program meetings and work with team members
- Participate in the development and implementation of programmatic and administrative policies
- Maintain regular contact with supervisor regarding attendance or classroom issues.
- Prepare lesson materials for substitute teachers & secure substitute teacher when absent
- Plan and participate in student graduation ceremonies
- Continue to develop and improve teaching skills by participating in professional development
- Other duties as assigned

**Qualifications and Requirements:**

- Bachelor's degree required. Master's in applied linguistics, adult education, instructional design or related field strongly preferred.
- Experience teaching beginner - intermediate ESOL required
- BEST Plus certified or willing to become certified preferred
- Experience working in hospitality or restaurants preferred
- Experience teaching in workplace education programs helpful

**Salary:** \$24.00/hour, no benefits

**To apply,** send resume and cover letter by November 3, 2017 to: HR Department, Asian American Civic Association, 87 Tyler Street, 5<sup>th</sup> floor, Boston, MA 02111 or Email: [hr@aaca-boston.org](mailto:hr@aaca-boston.org)

*Asian American Civic Association is an equal opportunity/affirmative action employer.*

