



Job Posting

Job Title

PT TEACHER - ESOL for Parents and Caregivers	Date: 7/6/18
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Department

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

The Teacher of the ESOL for Parents and Caregivers class is responsible for developing and implementing a student-centered, goal-oriented curriculum that aligns with the standards of the Mass. DESE Adult ESOL Curriculum Framework and the vision of the Adult Education Program, raises the English proficiency level of students, and teaches students knowledge and skills that enable them to help their children to navigate K-12 public education systems. The Teacher conducts an ESOL class at Student Performance Levels 2-4 that runs late morning to early afternoon two weekdays each week for a total of 6 hours of class.

This position is funded for teaching September-June, preceded by two weeks of preparation in late August, at \$24 / hour for 10 hours / week. There are no benefits associated, unless this position is combined with additional BCNC positions for total of 20 hours or more.

Responsibilities:

Teaching and Curriculum Planning

- Develop and/or update an ESOL for Parents and Caregivers course, using the English for New Bostonians (ENB) ESOL for Parents curriculum as a framework, to teach adult learners knowledge and skills for helping children navigate K-12 public education systems.
- Supplement the ENB curriculum with peripheral ESOL topics useful for daily life.
- Develop and/or update a class curriculum and syllabus.
- Prepare monthly curriculum planning charts based on the class syllabus.
- Develop and teach ESOL classes using formal, written lesson plans:

–tied to the class curriculum, syllabus and monthly curriculum charts;

–tied to Mass. DESE Adult ESOL Curriculum Framework;

–meeting Mass. DESE requirements for lesson plan contents;

–integrating reading, writing, speaking, listening, study skills, and basic computer skills;

–integrating use of technology in instruction;

–incorporating different learning styles of students (visual, kinesthetic/tactile, auditory, etc.);

–incorporating common student goals; and,

–posted in shared files.

- Conduct classes entirely in English.
- Plan and implement at least one activity/field trip/student assignment per semester relating to the fulfillment of student goals.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

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Boston Site: 38 Ash Street, Boston, MA 02111

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- Actively participate in program planning and evaluation; prepare for and participate in regularly scheduled planning meetings with program director and/or program coordinator.
- Actively participate in curriculum design and enhancement; work with colleagues to implement recommended enhancements; monitor student progress and provide feedback on changes/accommodations that were made;
- Review feedback from students, and adjust teaching methods and materials to meet the needs of the students.
- Arrange for substitute teachers when needed.

Administration and Documentation

- Maintain accurate and timely student attendance and academic performance records.
- Contact absent students, per program policy guidelines.
- Conduct on-going formative assessment of students' knowledge and skill progress, using objective criteria.
- Report periodically to program director and/or program coordinator on topics, materials and activities covered in class.
- 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.

Program and professional development

- Develop and implement outcome-based annual goals that can be used to measure personal performance.
- Participate in ongoing professional development to ensure that skills are current.
- Assist in other department and agency initiatives as required by program administrative staff.

Skills and Experience Required:

Required:

- BA in related field.
- Minimum 1 year experience working with adult English learners.
- Knowledge and practical application of research-based teaching methods.
- Excellent written and oral communication skills.
- Hands-on experience with Microsoft Office and Google suite tools, and the ability to integrate technology into the classroom.
- 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 teaching methods and skills stay current.

Preferred:

- MA in TESOL.
- Experience teaching adult immigrant learners.
- Experience in curriculum development.
- Knowledge of the workings of public school systems in Boston and Greater Boston towns.



- Knowledge of Mass. DESE Adult ESOL Curriculum Framework.
- Certification in administration of BEST Plus and TABE CLAS-E assessments.

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.