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## SPRING 2018 ESOL Part Time Instructors - Community ESOL Program

### About Roxbury Community College:

Roxbury Community College is an urban, public, 2-year College serving a diverse community, including peoples of color, recent immigrants and non-traditional populations. The College's mission is to facilitate student success in achieving educational goals through the delivery of high-quality transfer and career programs. RCC strives to honor traditional commitments, and to be responsive to new challenges and insights through workforce training, ESOL, and community education. The student population at the college is diverse in ethnicity, gender, language, age and background. Roxbury Community College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions

Supervision Received: Reports to the Program Manager of the Community ESOL program.

Job Purpose: The ESOL Instructor is a member of a team of professionals involved in the development and implementation of Roxbury Community College's Community ESOL Program. As the instructor, s/he is primarily responsible for the preparation and presentation of instruction.

### Job Duties:

1. Implementing curriculum and instruction aligned with MA state standards.
2. Creating and supporting a student-centered learning environment.
3. Choosing appropriate teaching materials to aid the development of students' language skills.
4. Preparing and evaluating appropriate curriculum materials under the direction of the Program Manager
5. Monitoring students' progress by maintaining ongoing student formal and informal assessments.
6. Using data from student assessments to tailor instruction, developing and implementing individualized objectives for students based on student's needs.
7. Providing continuous feedback of students' achievement to students and the Program Manager
8. Coordinating with the Program Manager regarding students in need of additional services.
9. Implementing strategies to increase retention rates.
10. Contribute to curriculum revisions as needed.
11. Participating in ongoing professional and program development activities, and monthly staff meetings
12. Assisting with assessment and placement during registration periods.
13. Assisting in collecting required student information for reporting purposes.
14. Performing other duties as assigned.

### Qualifications:

*(All candidates must have legal authorization to work in the United States.)*

Master's Degree or matriculation in a Master's Degree program in ESL, Linguistics, or related field

Knowledge of Curriculum Frameworks

Experience teaching in adult education program  
Proficient technology skills  
Understanding of Adult Learning Theories

Available Schedules:

Evening program:

Tuesday/Thursday 6pm-9pm

Monday/Wednesday 6pm-9pm

Date of Hire: ASAP

To apply please [click here](#)

If you have any questions, please email at [bmendez@rcc.mass.edu](mailto:bmendez@rcc.mass.edu) or call 857-701-1608.