



Haitian Multi-Service Center ESOL TEACHER

POSITION DESCRIPTION

The Adult Education and Workforce Development Division of Catholic Charities of Boston offers comprehensive, high-quality educational services to advance and accelerate the academic achievement of adult immigrant learners who face significant barriers in their search of viable career pathways and self-sufficiency. The Adult Education Centers offer multiple levels of ESOL instruction from beginning to advanced levels of language proficiency, the Healthcare Bridge ESOL Program, ESOL for Human Services, college and career readiness programming, Nursing Assistant and Home Health Aide Training Programs, IT Training, with flexible schedules and distance learning options.

The Part Time ESOL Instructor at the Haitian Multi-Service Center (24 hours) will teach ESOL Level 2 & 3 during the evenings. Teacher provides English instruction, academic advising, and personalized support to students; develops up-to-date curriculum materials following student needs and goals; and works collaboratively with the Program Director and Education Center team.

REPORTS TO

The ESOL Teacher reports to the Program Director, Program Manager, or designee

ESSENTIAL FUNCTIONS

- Maintain professional boundaries and confidentiality
- Teach ESOL to adult students
- Conduct initial and on-going assessment of students, including BEST and TABE Class- E
- Participate in staff development
- Integrate technology in the class curriculum
- Provide classroom instruction and educational advising
- Develop curriculum materials which meet best practice standards and focus on communication skills
- Participate in regular staff meetings
- Maintain students' records in agency reporting tools
- Facilitates student access to other educational, skills training, and/or higher educational programs, including their requirements and other information
- Implements strategies for obtaining student feedback and incorporate data in new course offerings and staff professional development
- Comply with funder requirements and policies, including DESE standards for Adult Education Center classes

- Work is performed in a classroom/office environment interacting with students with the use of computers and other office equipment. May stand or sit for prolonged periods.
- Attend all internal and external meetings and trainings as required
- Local travel as needed

QUALIFICATIONS

- A bachelor's degree in education or related field, or teaching certification and commensurate work experience
- A minimum of 3 years of teaching experience in a similar environment strongly preferred
- Strong working knowledge of educational theory and best practices
- Demonstrated ability to work effectively and compassionately in a culturally competent manner, with students of a wide variety of backgrounds, skill levels, race and ethnicity with varying level of English language skills
- Technology skills - knowledge of Microsoft Office Suite (Word, Excel, Outlook, Teams) required, Google Classroom and Zoom experience preferred
- Communication and problem solving.