

## **HARVARD BRIDGE PROGRAM ADULT ESOL INSTRUCTORS (IN-PERSON):**

The Harvard Bridge Program is seeking in-person Adult Education ESOL Instructors, and paid substitute instructors, for Fall and Spring semesters: September 2024 – December 2024, and end of January 2025 – May 2025. Bridge Program participants are Harvard employees – mostly hourly workers such as custodial & dining services employees.

Instructors will be required to develop lesson plans and prepare learning material for classes that meet once or twice a week in person in Cambridge, MA. We are also looking for ESOL instructors to be on our paid in-person substitute instructor list. Join a group of caring instructors who are committed to helping employees improve their skills and reach their goals. Read more about the Bridge Program here:

<https://hr.harvard.edu/harvard-bridge-program>

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teach ESOL classes, in a dynamic way, to provide scaffolded, explicit instruction in reading, writing, speaking, and listening.
- Incorporate technology in class using appropriate instructional websites and provide opportunity for students to learn and practice technology skills
- Use Google Classroom to manage homework assignments & class announcements/materials
- Provide on-going assessment of students
- Keep daily accurate student attendance records & promptly submit attendance online
- Check in as needed with adjunct teacher Program Manager
- Participate in staff and program development activities

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching ESOL
- Knowledge of methods and materials used to teach ESOL
- Experience teaching adults with limited or interrupted formal education
- Ability to align instruction to meet learning competencies
- Ability to use Google Classroom to assign homework and communicate with students
- Excellent oral and written communication skills

### **PREFERRED QUALIFICATIONS:**

- Experience with and sensitivity to the needs of adult learners in a community-based setting
- Experience using Google Classroom as a platform for homework & class communications

**TEACHING HOURS (still determining exact schedule – classes are mornings or afternoons):** Classes are in-person in Cambridge, MA. Some possible times: 8:30am to 10am, 10am to 11:30am, 2:30pm to 4pm, 3:30pm to 5pm, 1.5 hour classes, twice a week, plus paid prep time for each class.

**PAY:** \$60/hour

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard University Bridge Program, Center for Workplace Development: [jennifer\\_goulart@harvard.edu](mailto:jennifer_goulart@harvard.edu)