



Job Title: Part Time- English for Speakers of Other Language (ESOL) Teachers – 3 Positions
Department: Revere Community School, Talent and Culture
Location: East Wing, Revere High School, 101 School Street, Revere, MA
Hours: Variable up to 8-16 hours per week- Monday-Thursday- Afternoon and Evenings
Salary: \$24.88.00 per hour starting February 12, 2024. This is a non-union position.

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower its adult learners and encourage workforce development.

The English for Speakers of Other Languages Instructor provide English instruction to beginner adult learners in the evening. She/he is responsible for developing lesson plans and providing instruction for 15-20 learners of different needs and culture. The instructor must be able to successfully tailored curriculum and materials to the specific needs of our learners. This is a part time position with a regular 2 or 4 day/week schedule on Monday through Thursday (Group A) Monday & Wednesday and (Group B) Tuesday and Thursday from 5:30 – 8:00 p.m. for a total of 5 hours instruction plus 1.5 hour prep time for each class. Classes is for 10 weeks per session.

The Revere Community School (RCS) goal is to continue to increasing enrollment rate and retain students. The Community School primary focus on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people. Many of the learners are low-income, newcomer immigrants with language barrier and no job or working in low paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional life and access link to vital resources. We want to empower them to engage in their community, enriches their lives and well-being and broaden their social networks

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position

- Assist in the intake assessment and placement of student into appropriate levels
- Plan and prepare ESOL lessons and instructional practices appropriate to assigned class level and to meet the needs of students
- Integrate reading, writing, speaking and listening skills in all lesson plans
- Provide daily English language instruction to groups of 20 students of diverse ethnic, literacy, and educational background

- Maintain accurate students attendance records, monitor and report student progress at the end of each session
- Incorporate appropriate technology into curriculum and instructional methods
- Assist with program recruitment and overall retention of students
- Develop new teaching materials and or update instructional materials and lessons
- Work with Director and Program Coordinator in deciding how to move students between levels.
- Maintain case notes on student needs, interests, and refer them to Revere Community School (RCS) Manager
- Collect and submit student feedback.
- Work with RCS Director to compile data and produce narrative reports as requested by central office
- Participate in coordination meetings, staff development, and trainings
- Actively participate in promotion events and social and cultural activities for the program
- Utilize appropriate class materials and create a safe and welcoming learning environment for adult learners/ students
- Become familiar with community resources, and incorporate them into instruction so as to provide students with knowledge of their community, higher education, and career options
- Engage in professional development to ensure that knowledge and skills stay current.
- Perform other duties as assigned by RCS Director and Program Coordinator.

QUALIFICATIONS:

Bachelor's or Master's degree in education or related field required and or certificate in teaching English as a second language; a minimum of (2) years ESOL teaching experience, preferably with immigrant population. Prior experience working with low-income immigrants and refugees or have an understanding of, sensitivity to, and respect for the diverse socio-economic, ethnic, religious, and cultural backgrounds .Must have proficiency in Microsoft application and ability to integrate technology into instruction. Have excellent oral and written communication skills. Experience in curriculum development highly preferred. Successful candidate should be flexible, creative, self-driven, comfortable working in a multicultural environment and the ability to work in a team. Bilingual (Spanish, Arabic and or Portuguese's) highly preferred.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

How to Apply:

Qualified candidates, please send your resume and cover letter to Community School Manager, fdrammeh@revere.org or via the City's Application Portal:

Deadline to apply: February 2024