



Holyoke Community College  
**Literacy Specialist (ESOL)**

<b>SALARY</b>	\$32.64 Hourly	<b>LOCATION</b>	Holyoke, MA
<b>JOB TYPE</b>	Part-time, Non-Benefited	<b>JOB NUMBER</b>	NB-25-18
<b>DIVISION</b>	Business & Community Services	<b>OPENING DATE</b>	08/01/2024
<b>CLOSING DATE</b>	8/16/2024 11:59 PM Eastern		

Holyoke Community College is housed on a multi-million-dollar, 135-acre campus, equipped with state-of-the-art technology in specialized learning facilities. HCC serves over 9,000 students annually, and provides a variety of recreational and cultural activities, from sports programs to music festivals, for students and community members alike. The college's strongest assets continue to be an innovative spirit, a sincere concern for students and a commitment to strive for even greater success. These are the values which have created a tradition of excellence spanning more than six decades, and which are enabling Holyoke Community College to meet today's challenges.

Provides student-centered ESOL instruction to adult English learners with career and college readiness focus, aligned to MA ESOL Professional Standards.

Multiple positions available:

- Beginner & High-Intermediate levels
- Evening classes meet on the campus of Springfield Technical Community College, Mondays / Tuesdays / Thursdays 5:30-8:30pm. In-person instruction with paid planning.

Program meetings on Wednesdays 4-5:30pm (typically on Zoom).

Possibility of additional hours for substitute teaching, conversation groups or additional low-intensity classes, and/or assessment if TABE-E or BEST+ certified, **up to a maximum of 18.5 hours/week.**

1. Provides high quality, communicative ESOL instruction related to skill development and college/career readiness. The program seeks to guide learners in identifying career goals and developing ESOL and work readiness skills in relation to that goal, leading to employment or placement in a job training or educational program.
2. Integrates technology into instruction.
3. Works closely with Director/Assistant Director, Career Advisor, and other teachers and staff to provide comprehensive instruction and support.
4. Works closely with intake/assessment coordinator to develop and maintain student assessment schedule in order to meet program goals and fulfill funding requirements.
5. Participates in program planning, curriculum development, and professional development.
6. Promotes positive relationships with partners, engaging in collaborative planning and coordination as needed.

**REQUIRED:**

- Bachelor's degree and at least two years' experience teaching adult ESOL/ESL/EFL;

- Strong written and interpersonal communication and technology skills;
- Commitment to professional and program development;
- Commitment to learner-centered teaching;
- Ability to work effectively and flexibly with a diverse faculty, staff, and student body.
- **Ability to deliver services and instruction in person.**

**EQUIVALENCY STATEMENT:** Applicants who do not meet the minimum requirements are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

**PREFERRED:**

- TESOL Certification; Trained on TABE-E writing and/or BEST+ Speaking/Listening Assessments;
- Proficiency in Spanish, Arabic, Polish, Russian, or another language other than English;
- Familiarity with DESE-funded ABE system (including MA English Language Proficiency Standards and/or College & Career Readiness Standards);
- Experience with online learning and curriculum design, ability to integrate math (operations, fractions, decimals, percentages, ratios, proportion) into ESOL instruction in relation to career goals;
- Prior experience with career-focused ESOL instruction.

**Part-Time, MCCC Unit positions in Springfield, MA**

**In-person, Evening positions.**

**Compensation:** \$32.64/hour; no benefits

**Hours:** 14.5-18.5 hours/week – 7.5-9 hours teaching, 5.75-6.75 hours prep, paid staff meeting and professional development time. Possible assessment, enrollment, and coordination responsibilities.

**Funding Source:** Grant. Annual academic year position from August 2024-early June 2025. Potential continuity into subsequent academic years.

**- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.**

**- Pre-Employment Background check, including Criminal History will be conducted for all positions.**

*Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.*

**Agency**

Holyoke Community College

**Address**

303 Homestead Ave.

Holyoke, Massachusetts, 01040

**Phone**

(413) 552-2554

**Website**

<http://hcc.edu>

## Literacy Specialist (ESOL) Supplemental Questionnaire

### \*QUESTION 1

**Do you have at least a Bachelor's degree and at least two years' experience teaching adult ESOL/ESL/EFL?**

Yes

No

### \*QUESTION 2

**Have you demonstrated strong written and interpersonal communication and technology skills?**

Yes

No

### \*QUESTION 3

**Are you able to deliver services and instruction in person?**

Yes

No

\* Required Question