



## ESOL Teacher & Workforce Instructor

### Full-Time Regular | Quincy, Boston & Cambridge, MA | On-Site

#### About BCNC

Make a lasting impact on the lives of immigrant families and thrive professionally while contributing to our mission-driven culture. For more than 50 years, BCNC has been providing new immigrants, especially Asians, with the support and resources they need to thrive in the United States. With deep roots in Boston's Chinatown neighborhood, BCNC now serves people from three locations in Greater Boston and the South Shore. Its holistic, family-centered programs reach 13,000 children, youth, and adults each year, setting them up for success in school, work and life. BCNC also builds vibrant communities through Pao Arts Center, along with its collaborations and research.

#### Why Join Us

At BCNC, we are passionate about making a meaningful difference in our community. Our team is driven by a shared commitment to social impact and is both supportive and resourceful. We believe in fostering an empowering and inclusive work environment where every individual can contribute, grow, and thrive. If you are looking for a rewarding career that allows you to align your passion with making meaningful change, explore our open positions and join us in our mission to pave the way for a better tomorrow.

#### What You Will Do

The ESOL Teacher & Workforce Instructor is a member of the BCNC Adult Education and Workforce team. Adult Education prepares adult immigrant learners with the education, training, and guidance that lead them to successful employment and family-sustaining wages. You will strengthen immigrant adults and teach individuals English and the critical skills they need to thrive in today's economy. You will report directly to the Director of Adult Education.

In this role, you will:

##### *Teaching and Curriculum Development*

- Collaborate with the Director of Adult Education and the employer partner to develop and enhance an ESOL curriculum for two levels of English proficiency, using employer-provided training resources as the primary framework.
- Create and implement formal written lesson plans, unit plans (using the state-recommended template), and a class syllabus tied to the established curriculum.
- Plan and implement at least one goal-oriented activity, field trip, or student assignment per term.
- Actively participate in curriculum design and enhancement; implement recommended improvements, monitor student progress, and provide feedback on changes. Assist in the systematic storage of supplemental teaching materials.
- Collaborate with advisors to build and utilize connections with institutions of higher education, training providers, and employers to support student transitions to further study or employment.
- Assess and record student progress at multiple points throughout the cycle, using objective criteria for evaluation, and ensure students meet Educational Functioning Level completion rates as set by the Massachusetts Department of Elementary and Secondary Education (MA DESE).
- Integrate English language skills with basic computer skills, interpersonal skills, and other skills relevant to customer service work and the employer's specific requirements.
- Communicate with students outside of class time to provide support for remote classwork, review feedback, and adjust teaching methods and materials to meet their needs.

##### *Administration and Documentation*

- Maintain accurate and timely student records. Contact absent students, according to program policy guidelines.
- Conduct a standardized assessment of enrolled students as part of the program's annual pre-and post-testing.



- Meet with students to understand students' goals and record students' progress against goals.
- Assist advisors with documenting student goals, conducting intake assessments, and supporting the registration and orientation processes for program applicants.

#### *Program and Professional Development*

- Develop and implement outcome-based annual goals that can be used to measure personal performance.
- Assist in other departments and BCNC initiatives as required by the program director.

#### **What We Look For**

- Bachelor's degree in a related field with 2+ years of experience teaching adult English language learners.
- Proficient in educational technology, conferencing tools, and Microsoft Office/Google Suite, with the ability to integrate these into classroom instruction.
- Experience in curriculum development and lesson planning.
- Excellent written and oral communication skills.
- Exceptional project management skills, with the ability to manage multiple priorities concurrently.
- Self-motivated and results-oriented with a focus on delivering high-quality service.
- Flexible about researching and adopting new research-based methods for teaching English.
- Some basic understanding of the beauty service industry.

#### **What We Offer**

- Competitive compensation package
- Comprehensive health coverage, including medical, dental, vision, and life insurance
- Retirement plan options with employer matching
- Enhanced paid time off offerings for personal days, sick, vacation, and holidays
- Opportunities for professional development and growth
- Flexible work arrangements

#### **Working Conditions**

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

#### **Pay Range**

\$49,000-\$55,000

#### **How to Apply**

Submit your application [here](#). We encourage you to apply for this role even if you may not meet every single qualification listed. We value talent, drive, and enthusiasm! Your passion, dedication, and willingness to learn can make a significant difference in our team and the community!

#### **Please Note**

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

*BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. The language proficiency requirement is based solely on the needs of the position and is essential for fulfilling the role's responsibilities. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.*