



Danvers • Lynn • Middleton
NORTH SHORE
COMMUNITY COLLEGE

AN EQUAL OPPORTUNITY EMPLOYER

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DATE 12/09/25

POSITION POSTING

POSITION OPENING: Part-Time non-credit ESL Instructor

Start date: Spring 2025

Times: Mornings & Evenings

Days: Mondays and Wednesdays; Tuesdays and Thursdays; and/or Saturdays

Location: Lynn Campus

Pay: 40/hour, non-benefitted position

GENERAL STATEMENT OF DUTIES:

Applications are being accepted to create a pool of qualified instructors for possible future part-time teaching positions. Applications will be reviewed and interviews scheduled continuously on an as-needed basis. All applications remain on file for one year from the submission date.

1. Teach in-person in the ESL non-credit program.
2. Teach non-credit ESL students in a variety of levels and skill areas.

DUTIES AND RESPONSIBILITIES:

1. Create and implement individual lesson plans and assessments according to the Program's syllabi.
2. Assess and grade students regarding course objectives and submit accurate grade and attendance records to Division.
3. Administer end-of-term course evaluations and participate in evaluation meetings with Coordinator as needed.
4. Collaborate with Coordinator and other instructors as needed to develop and align lessons and ensure smooth level transitions.
5. Establish a welcoming and respectful learning environment that fosters active student participation and a culture of high expectations.
6. Adhere to general College and Program policies and procedures.

Requirements:

- Bachelor's degree in TESOL or closely related field required. Master's degree or CAGS in TESOL preferred.
- ESL teaching experience required.
- Experience interacting with culturally and linguistically diverse populations.
- Sensitivity to the needs of adult and non-traditional learners.
- Must be highly organized, detail-oriented, and self-motivated to work independently.
- Technological proficiency, including Learning Management Systems.
- Must have scheduling flexibility.
- Candidates will be required to pass a CORI/SORI and/or a National background check as a condition of employment.

North Shore 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 or military status, genetic information, gender identity, or sexual orientation in its programs and activities as required by Title IX or 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, Nick Royal, the Massachusetts Commission Against Discrimination or the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. North Shore Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website by clicking [here](#).

Application Instructions:

Submit cover letter and resume. Applicants selected for an interview will need to provide unofficial transcripts or foreign degree evaluations and may be requested to provide professional references.