



TITLE: Assistant Director of Education, ESOL

REPORTS TO: Vice President of Education

Summary of the Position:

The Assistant Director of Education, ESOL serves as the primary point-of-contact for the ESOL program. The program focuses on areas of high demand and will offer LI and LII language classes, in addition to mandatory conversation groups that are led by volunteers. While the core responsibility of the position is to deliver the language classes, additional administrative responsibilities relating to the overall program success will be required. Reporting to the VP, the Assistant Director maintains a program that is outcomes-based, accountable, inclusive, and forward-thinking to the educational needs of our students.

Preferred Qualifications:

- Previous experience in ESOL education, human services, or a related field.
 - Teaching Certificate in ESOL (TESOL or similar) is highly desired.
- Demonstrated history supervising employees with varied schedules, strong preference to those who have successfully utilized volunteers.
- Willingness to develop, implement, and enforce new processes and procedures that increase the department's efficiency and productivity.
- A "can-do" and proactive attitude, recognizing when work needs to be done without having to be told.
- Excellent interpersonal and communication skills to interact with students, staff, and external partners.
- Bilingual/Multilingual candidates are highly desired.

Job Responsibilities:

Administration:

- Generate and implement pre and post-assessment processes for ESOL students, with semester/yearly evaluations that clearly define level advancement.
 - Compose yearly program exit ticket reports which summarize a student's participation and progression in the program, including recommendations and referrals for next steps.
- Support curriculum development synchronization so that there is a shared teaching methodology between LI and LII classrooms, in addition to conversation groups.
- Track weekly attendance, communicate program attendance expectations to individual students (those with infractions), and fill open seats on an ongoing basis.
- Assist in the development and implementation of a culturally-competent training program for all staff and volunteers.
- Work in alignment with the Volunteer Coordinator to schedule volunteers to facilitate conversation groups. Communicates weekly needs and schedule changes.
- Assist with identification and a warm hand-off to the Case Manager of any students who need to utilize Client Services.

Teaching:

- Serve as the lead teacher of LI and LII classrooms, with shared teaching support from the Director and Vice President, as needed.
- Update weekly lesson plans in accordance with the ESOL curriculum that may be used in their absence.
 - Design lesson plans and generate supporting materials for volunteer conversation leads.
- Communicate any and all classroom schedule changes to prospective classroom and supervisors.



Schedule & Hours: This is a part-time position for 20 hours per week, 10 months per year (off months in December and July). Approximately 8 hours per week will be spent in the classroom. The recommended schedule is Monday – Friday from 5pm – 9pm. Some flexibility on the daily schedule may be available, but all hours must be conducted on-site.

Rate of Pay: \$30/hr

Benefits: Employees receive sick time. Additional PTO is accrued based on hours worked.

About Wellspring's ESOL Program

The ESOL Program began operations in 2022 and classes were held at Weymouth High School. We are proud to re-launch the program this upcoming Winter at our new location (875 Washington Street, Weymouth), and will begin welcoming students late in Fall 2025. With a new focus on LI and LII learners, students will have access to all that Wellspring has to offer both in and outside the classroom.

Wellspring's case management services provide information, referral, and navigation of the social service landscape. This includes, but is not limited to, critical needs like food insecurity, state/federal assistance applications (SNAP/EBT, fuel assistance, etc.), and non-criminal and non-immigration legal advocacy.

Committed to attracting and retaining a diverse staff, Wellspring will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Interested applicants should email a resume and cover letter (addressing their fit to the position) to Jessie Pilewski, the Vice President of Education (jessie@wellspringmultiservice.org)



ADULT EDUCATION PROGRAM
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