



## Lawrence Public Schools – Adult Learning Center – Part Time ESOL Educator

### About Lawrence Public Schools' and the Adult Learning Center:

Lawrence Public Schools is an urban district serving more than 13,000 students, the majority of whom are economically disadvantaged. More than 70% of our students speak a language other than English as their first language. The Lawrence Public Schools - Adult Learning Center has provided free Adult Basic Education and ESOL classes to the citizens of Lawrence, MA and the surrounding communities for more than 50 years. The ALC provides high quality educational services to 500 – 600 students per year who desire to develop: English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We also provide instruction in civics to help prepare students to pass the USCIS Citizenship Exam.

**The Vision of the Lawrence Public Schools - Adult Learning Center** is to ensure that all English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students achieve the learning goals they have set upon entry into our program. By improving students' skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

### About the PT ESOL Position:

The ALC ESOL Educator will work Monday through Friday from 8:30 AM to 11:30 AM in our morning session, or Tuesday through Thursday from 5:45 to 8:45 pm in our evening session assisting adult English learners improve their reading, writing, speaking and comprehension skills in English. The educator will also help adult learners improve their ability to communicate using technology, mathematical skills; and to acquire an understanding of the American system of government, individual freedom and responsible citizenship. The ESOL Educator will provide students with high quality evidenced and standards-based instruction that is student-centered, includes appropriate supports, and necessary accommodations.

**Reports to:** Principal of the Adult Learning Center. The educator will work collaboratively with advisors, facilitators, other ALC educators, clerks, and support staff, as well as the School's Leadership Team.

**Responsibilities** will include, but not be limited to, the following:

- Teach, reinforce, remediate, and ensure mastery of academic skills & content with individual students, small groups of students, and whole class of students in the development of language acquisition skills;
- Plan, prepare and deliver instructional activities that facilitate active learning experiences and meet the College and Career Readiness Standards for Adult Education, and the Massachusetts English Language Proficiency Standards for Adult Education;
- Establish and communicate clear learning objectives for all learning activities;
- Use digital technology to provide engaging remote, and or asynchronous instruction;
- Evaluate students' progress regularly and provide timely feedback consistent with course goals and objectives;
- Support the Advisory Curriculum and student's academic and career goals;
- Design and implement assessments that measure progress towards academic standards;
- Submit lesson plans, electronically, on a weekly basis that contain the components of an effective lesson;
- Use assessment data to refine curriculum and modify instructional practices;
- Communicate effectively, consistently, and professionally with students, and colleagues;
- Provide support, accommodations, and attention to all students;
- Maintain and update all necessary records accurately, and completely, including attendance as required by ALC - ABE program, and ACLS;
- Manage adult learners' group dynamics by establishing and enforcing rules, norms, procedures, & routines;

- Maintain classroom and school wide discipline in accordance with the rules contained in the ALC Student Handbook and communicate serious infractions to the principal or advisors immediately;
- Participate in school and community events, such as seminars, field trips, community forums, weekly ALC staff meetings, professional development opportunities, and end of the year ceremonies, including graduation;
- Keep current with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities relative to the teaching of adult learners;
- Engage in ongoing professional learning related to adult education, language acquisition, SEL through SABES and other providers;
- Comply with school, district, city, and statewide policies, regulations, and laws;
- Adhere to rules of student confidentiality;
- Complete other duties as assigned.

### **Key Competencies:**

#### Knowledge:

- Experience within the field of Adult Basic Education, and ESOL programs;
- Sound foundation in adult learning theory & second language learning;
- Demonstrated proficiency using digital literacy tools, Google Classroom, Microsoft Office Suite;
- Knowledge of MA-DESE-ACLS program guidelines/assessment policies, and CCRSAE & MA-ELPS;
- Strong understanding in AE/ESOL assessments: BEST Plus, TABE Locator, etc.;
- Experience with SABES professional development courses.

#### Professional Abilities:

- Proficient with digital technology including Google Classroom for in-person, and remote instruction
- Professionalism in all areas of practice and in all interactions with students & staff;
- Commitment to the vision of the Lawrence Public Schools' Adult Learning Center;
- Proven history of successful collaboration;
- Flexible, adaptable, humble, with a growth mindset;
- Possess and model high standards for self and students;
- Set rigorous goals focused on instruction, assessment, and professional learning;
- Solutions-based approach to dealing with identified needs, problems, and or conflict;
- Willingness to take initiative and succeed in a fast-paced classroom/ school environment while remaining calm and focused when faced with unexpected challenges;
- Commitment to embrace diversity, equity, and inclusion, and dignity of all human beings;

### **Qualifications:**

- **Valid Massachusetts Teaching License required** in ESL, or ABE with strong background in second language acquisition;
- Bachelor's Degree Required/ Master's Degree preferred;
- Bilingual preferred;
- At least three (3) years' experience teaching adults, preferably ABE or ESOL;
- Current Authorization to work in the United States.

### **How to Apply:**

Please apply for positions in Lawrence Public Schools by visiting [our website](#), or on School Spring.