

## YMCA of Greater Boston

### **Job Description**

**Branch:** Education and Training, International Learning Center

**Position Title:** Adult ESOL evening instructor

**Position Type:** Part time hourly

2 Evening positions available for Levels 1 and 2. Classes meet Monday-Wednesday from 6:00-9:00pm

15 hours of paid teacher time per class week: includes prep and teaching

Classes start mid-September and run through mid-June 2022 (9 months)

#### **Teaching responsibilities include**

- Teach ESOL to adults of diverse linguistic, cultural, religious, socio-economic and educational backgrounds
- Flexibility to teach courses online, in person or in a blended model according to program needs.
- Prepare and deliver engaging, learner-centered lessons both online and in person.
- Survey and incorporate learner goals into coursework for a student-centered, goal-oriented, participatory ESOL class
- Collaborate with Education and Career Advisors to ensure that all students are progressing.
- Review and track goals and achievements with students, and maintain student portfolios
- Communicate with students through online messaging platforms (Google Voice, email, etc.).
- Provide clear and explicit instructions both in writing and orally to students.
- Present clear objectives and agendas to students for each class and unit of curriculum.
- Incorporate digital literacy skills regularly into class content and coursework using authentic activities.
- Select and adapt materials for virtual class using learning management system (LMS), Google Classroom.
- Integrate recommended educational apps and web resources into course planning and content.
- Integrate reading, writing, pronunciation, grammar, speaking and listening skills
- Conduct formative and summative assessments at regularly scheduled intervals to evaluate progress
- Follow scope and sequence curriculum in accordance with Massachusetts English Language Proficiency Standards.
- Integrate evidence-based teaching practices in alignment with [Massachusetts Professional Standards for Teachers of Adult Speakers of Other Languages 2021](#)

#### **Administrative responsibilities include:**

- Keep timely and accurate attendance records
- Document and submit lesson plans in provided format
- Maintain timely and accurate documentation, attendance, and student progress.
- Communicate classroom/student issues to Directors in a timely manner
- Attend twice monthly staff meetings
- Participate in staff workshops
- Submit professional development plan and complete 12+ hours of approved high-quality professional development (required)
- Participate actively in meetings and contribute to continuous improvement of program

#### **The ideal candidate will have:**

- BA or Master's degree in TESOL, Education or related field + more than 1 years of experience teaching adults
- Familiarity with DESE Massachusetts English Proficiency Standards and Benchmarks
- Familiarity with learner-centered, goal-oriented participatory ESOL
- Sensitive to socio-economic and cultural issues
- Strong communication, interpersonal, and classroom management skills
- Able to work independently and as part of a team
- Computer proficiency (i.e. Microsoft Office 365, Google Suite, various ESL online resources)
- BEST Plus 2.0 and TABE CLAS-E testing certification preferred

- Bilingual a plus

**Physical demands:**

- While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear
- The employee must occasionally lift or move up to 25 pounds
- Specific vision abilities of this job include close vision, distance vision, and the ability to adjust

The classes are funded by the Department of Elementary and Secondary Education (DESE). The classes are for adults.

Send cover letter and resume to Leona Leighton at [leonaleighton@ymcaboston.org](mailto:leonaleighton@ymcaboston.org).