



Job Posting

Job Title

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| FT BOSTON HIGH BEGINNER ADULT ESOL TEACHER | Date: 2/22/2021 |
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Department

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| Adult Education | Email: Jobs@bcnc.net |
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Position Summary:

The **FT Boston High Beginner Adult ESOL Teacher** is responsible for developing and implementing a student-centered, goal-oriented curriculum that 1) aligns with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS) and the vision of the BCNC Adult Education program, and 2) raises students' English proficiency level so that they can achieve their educational and career goals. Instruction is intended to move students from Student Performance Level (SPL) 2 to SPL 4.

Remote Work: This position is currently remote due to COVID-19. Remote work involves working from home using a BCNC-provided laptop and requires a reliable Internet connection.

Location: This position is usually on-site and based in BCNC's Boston location at 38 Ash St.

Teaching Hours (remote): Mornings (10:00am-12:30pm) and evenings (6:00-8:30pm), Tuesday through Thursday. 15 hours per week; synchronous and asynchronous.

Teaching Hours (on-site): Mornings (10:00am-12:30pm) and evenings (6:00-8:30pm), Tuesday through Thursday, plus one additional class on Mondays. 17.5 hours per week; face-to-face.

Pay: \$43,000-\$45,000 per year for 37.5 hrs/wk

Benefits: Medical, dental, and vision insurance; 15 vacation days, 12 sick days, and 2 personal days per year; 12 paid holidays per year; 403(b) retirement plan; pre-tax commuter benefits; employee assistance program.

Interested candidates should submit a resume and cover letter to jobs@bcnc.net.

Responsibilities:

80% Teaching and Curriculum Planning

- Prepare a class syllabus, based on the established curriculum for this class level.
- Revise and improve the content of the documented scope and sequence for the established curriculum.
- Prepare a unit plan for each unit of instruction in the curriculum, using the state-recommended template.
- Develop and teach ESOL classes using formal, written lesson plans:
 - tied to the class syllabus and unit plans;
 - tied to Massachusetts English Language Proficiency Standards for Adult Education;
 - meeting Massachusetts Dept. of Elementary and Secondary Education (MA DESE) requirements for lesson plan contents;
 - integrating reading, writing, speaking, listening, study skills, basic computer skills, basic math, and pre-vocational soft skills;
 - incorporating different learning styles of students (visual, kinesthetic/tactile, auditory, etc.);
 - incorporating common student goals; and
 - posted in shared files.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 1458 Hancock Street, Quincy, MA 02169

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- While teaching remotely:
 - Build and maintain an online class platform for posting teaching material and assignments and collecting student work and comments;
 - Communicate with students outside of class time to help them succeed in remote classwork.
- Conduct classes entirely in English.
- Plan and implement at least one activity/field trip/student assignment per term relating to the fulfillment of student goals.
- Actively participate in program planning and evaluation; prepare for and participate in regularly scheduled planning meetings with teachers and advisors.
- Actively participate in curriculum design and enhancement; work with colleagues to implement recommended enhancements; monitor student progress and provide feedback on changes/accommodations that were made; assist in systematic storage of supplemental teaching materials.
- Review feedback from students, and adjust teaching methods and materials to meet the needs of the students.
- Ensure that students show Educational Functioning Level completion on standardized assessments at rates that meet or exceed annual targets set by MA DESE.
- Arrange for substitute teachers when needed.
- During the course of instruction, review with students Adult Education's Student Handbook; explain the program's goal setting process; and teach students how to set and meet goals.

15% Administration and Documentation

- Maintain accurate and timely student records.
- Contact absent students, per program policy guidelines.
- Assess and record students' skill progress on an ongoing basis (through formative and summative assessments); use objective criteria for assessing student abilities; assist administrative staff in deciding how to move students between levels.
- Report periodically on topics, materials and activities covered in class.
- Meet with students to understand students' goals and record students' progress against goals; assist advisors in documenting these goals.
- Conduct standardized assessment of enrolled students as part of the program's annual pre- and post-testing.
- Assist advisors in intake assessment, registration and orientation of program applicants.
- Participate in regular all-staff meetings and 1-1 meetings with the director.

5% Program and Professional Development

- Develop and implement outcome-based annual goals that can be used to measure personal performance.
- Participate in ongoing professional development to ensure that skills are current.
- Assist in other department and agency initiatives as required by program director.

Skills and Experience Required:

Required:

- Bachelor's degree in related field.
- Knowledge and practical application of research-based teaching methods.
- Excellent written and oral communication skills.
- Experience conducting classes using video conferencing tools (e.g., Zoom, Google Meet, Skype, or WebEx).
- Experience with educational technology, Microsoft Office, and the Google Suite, with the ability to integrate these tools into the classroom.
- Good project management skills; the ability to balance multiple priorities concurrently.



- Ability to work in teams.
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service.
- Accountable for learner gains based on standard metrics.
- Flexible about researching and adopting new research-based methods for teaching English.

Preferred:

- MA in TESOL.
- Experience teaching adult English language learners.
- Experience teaching Chinese immigrant learners.
- Experience in curriculum development.
- Knowledge of Massachusetts English Language Proficiency Standards for Adult Education (or the earlier MA Adult ESOL Curriculum Framework and College and Career Readiness Standards for Adult Education (CCRSAE)).
- Certified to administer and score the BEST Plus 2.0, TABE CLAS-E Reading, and/or TABE CLAS-E Writing.

Physical Requirements

Must be able to speak and hear in classroom setting

Requires close visual acuity

Position is not exposed to adverse environmental conditions

About BCNC

Boston Chinatown Neighborhood Center (BCNC) empowers Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities by providing a broad range of innovative and family-centered programs and services to more than 8,000 children, youth, and adults every year. BCNC is an equal opportunity employer. Resumes accepted until position is filled.