

Cape Cod Community College



Cape Cod Community College - ESOL Instructor

Thank you for considering Cape Cod Community College in your search.

About Cape Cod Community College:

[Cape Cod Community College](#) is a place of personal discovery, enrichment, and professional development for those just beginning the quest and for those at many points along the path of higher education throughout life. It is a caring, comprehensive institution that belongs to the people it serves and responds to their individual and community needs. Students attending Cape Cod Community College are striving for personal excellence, and are finding it, day after day. Graduates of the College can be found in all levels of private business, the professions, and public service, and they excel at what they do.

For students seeking to lay a foundation for further study, there is no better place to begin than at Cape Cod Community College. In today's highly competitive market place, the well prepared transfer student is the most aggressively recruited person in higher education. For many Cape Cod Community College graduates, that Associate Degree opens the door to institutions that were just not an option after high school. And, when you consider the savings in the overall cost of a four-year degree at either a public or a private university, starting at Cape Cod Community College becomes an incredible bargain that blends quality with unmatched value.

The students' education is the first priority at Cape Cod Community College. As a learning-centered community, we value the contributions of a diverse population, welcome open inquiry, and promote mutual respect. The College offers a strong educational foundation of critical and creative thinking, communication competency, and a global, multicultural perspective that prepares students for life and work in the 21st century. Our liberal arts, sciences, and career programs provide educational pathways that serve the varied social, economic, and demographic characteristics of our community with a distinctive focus on sustainability. We honor our past, celebrate our present and imagine our future.

Job Description:

GENERAL STATEMENT OF RESPONSIBILITIES:

Reporting to the Program Director of the ADULT EDUCATION CENTER of CCCC (AEC), the Instructor is responsible for teaching English to Speakers of Other Languages (ESL) two evenings per week, in a respectful, student-centered, culturally inclusive setting while adhering to the Massachusetts Department of Elementary and Secondary Education (DESE) guidelines under the Adult and Community Learning Services (ACLS) unit. **Classes are expected to run Face-to-Face in the classroom; however, applicants should be prepared to pivot to Remote teaching and learning if health concerns warrant a change.**

EXAMPLES OF DUTIES:

1. Aligning all curriculum, lesson plans, and instruction to incorporate lead learning standards from the Massachusetts ESL Curriculum Frameworks and the College and Career Readiness Standards for Adult Education (CCRSAE).
2. Following research-based best practices for effective adult learning when delivering the Massachusetts Curriculum Frameworks and the CCRSAE.
3. Teaching ESL curriculum Face-to-Face and/or remotely, to include F2F time via Zoom, organization of lessons, materials, and work in Moodle, and the execution of online textbook materials and activities.

Category: Faculty Positions



Department: Adult Education Center

Locations: West Barnstable, MA

Posted: Jul 29, 2021

Closes: Open Until Filled

Type: Part-time

Position ID: 134474



4. Providing ongoing and measurable interactive remote learning activities that reinforce ESL listening, speaking, reading, and writing skills with individuals, pair, or small groups.
5. Using a variety of instructional methods, techniques, and tools, including, but not limited to scaffolding, higher-order thinking skills, and differentiated instruction to accommodate differences in learning styles, toward increasing student skills in listening, speaking, reading, and writing.
6. Teaching the required number of sessions weekly/yearly, Monday and Wednesday, 6:30 PM to 9:30 PM (adding make-up sessions when required).
7. Preparing and submitting weekly lesson plans that align with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS). With the Advisor on a bi-weekly basis, incorporating into the instruction period student Career and Education Plan activities, including but not limited to: goal exploration; an inventory of each student's interests/values/aspirations; skills inventory; computer exploration of occupational choices that relate to student interests and skills, and the exploration of career ladders.
8. Monitoring and recording student daily attendance accurately in SharePoint, and communicating attendance challenges on a daily basis to advising staff and/or program administrators.
9. Referring students to Advising or administrative staff, when necessary.
10. Continuous and timely communication with Advising and administrative staff regarding any student, class, curriculum, and programmatic challenges or issues.
11. Arriving for Face-to-Face and/or remote class at least 10 minutes in advance of scheduled start time.
12. Attending scheduled 2-hour monthly staff meetings.
13. Attending mandatory 3 day in-house (or remote) August Institute Professional Development.
14. Submitting required documentation in accordance with deadlines.
15. Assisting with intake, orientation, assessment, and advising.
16. Arranging for substitute teachers when absent and providing appropriate lesson plans for them.
17. Attending at least 12 hours of professional development opportunities as required for program facilitation and as per DESE guidelines. New staff will attend DESE required New Staff Orientation sessions.
18. Completing and documenting monthly staff meetings, and professional development.
19. Assisting with curriculum development and other programmatic issues/events.

Requirements:

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in education or a related field.
2. Three years of experience in teaching ESL adult education, with demonstrated ability to relate to the needs and interests of adult students in F2F and/or Remote ESL learning programs.
3. One year of ESL remote teaching experience, meeting with groups of students online two or more periods a week.
4. Demonstrated experience developing and using multimedia (audio, video, podcasts, online textbooks, etc.) to enhance F2F and/or remote student engagement in active and collaborative learning activities.
5. Experience using evidence based best practices associated with online learning pedagogy (e.g., frequent communication, active learning practices, working individually or with others, etc.) that support student success in the digital literacy environment.
6. Experience using ongoing formative and summative assessments to inform teaching.
7. Strong oral and written communication skills.
8. Excellent problem-solving skills.
9. Experience teaching adult multicultural students.
10. Excellent organizational skills.

ADDITIONAL PREFERRED QUALIFICATIONS:

1. Bilingual educator.
2. Experience teaching basic math skills.
3. Knowledge of the Massachusetts Adult Basic Education system.
4. Knowledge of standardized assessments used in the Massachusetts Adult Basic Education system.

Equivalency Statement

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

Additional Information:

COMPENSATION: \$29.79 per hour for 6 hours of class time and 6 hours of planning time per week, 2 hours/month for staff meetings and 12 hours/year of professional development. Approximate period of employment: September 2021 - June 2022. Part-Time, Non-benefited, Grant-funded MCCC Unit Position.

APPLICATION DEADLINE: Immediate need; applications reviewed upon receipt.

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

This appointment is subject to grant funding and the FY2022 budget appropriations.

Appointment subject to SORI (Sex Offender Registry Information), publicly-accessible Massachusetts CORI (Criminal Offender Record Information) and national background checks.

The College does not provide any measure of assistance for applicants who do not have the ability to work in the United States.

Cape Cod 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 status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of 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/Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Application Instructions:

****ALL APPLICATION MATERIALS MUST BE SUBMITTED ELECTRONICALLY IN ORDER TO BE CONSIDERED.****

Begin the online application process by clicking the **APPLY NOW** link. During the process you will be given an opportunity to **upload required documents**: a **cover letter** addressing how you meet the minimum requirements of the position **and resume** (*failure to submit requested documents may result in disqualification*). Please note that finalist candidates will be asked to provide three current professional letters of reference and transcripts.

See the [FAQ](#) for using our online system. Please [contact us](#) if you need assistance applying through this website.

Returning Applicants - [Login](#) to your Cape Cod Community College Careers Account to check your completed application.