DESE ESOL Instructor (Days) - Open Pool - (Part-Time)

**This is a REMOTE teaching position. Accepting applications for January openings.**

**About Quinsigamond Community College:**

Quinsigamond Community College (QCC), the largest community college in Central Massachusetts serving over 13,000 students in degree and certificate programs, adult education and workforce development. QCC offers over 70 associate degree and certificate career options in Business, Health Care, Technology, Liberal Arts, and Human Services. Additionally, over 137 credit and 300 noncredit courses are offered online, as well as a wide variety of classroom non-credit courses, workshops, and seminars. Classes are provided on the main campus, in downtown Worcester (Healthcare, Workforce Development, Continuing Education), at the Worcester Senior Center (Hospitality & Recreation Management), at Burncoat High School (Automotive Technology), and in the city of Southbridge.

QCC is committed to 100% student success as evidenced by its ambitious [strategic plan](https://www.qcc.edu/office-institutional-research-and-planning).

This commitment is furthered by a college-wide Equity Appraisal-currently underway-designed to assist the College to better serve students who have historically been underserved and underrepresented in higher education.

QCC is especially interested in candidates who, through their research, teaching, and/or services, will contribute to the diversity and excellence of the college academic community.

**Job Description:**

General Statement of Responsibilities:

This is a part-time (PT), day position as an instructor of English for Speakers of Other Languages (ESOL) on Mondays/Wednesdays and/or Tuesdays/Thursdays; the position is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE). The ESOL instructor is a member of a team of professionals involved in the development and implementation of Quinsigamond Community College's Adult Community Learning Center. As the instructor, he/she is primarily responsible for the preparation and presentation of instruction and is closely involved in the assessment of student skills, development of curriculum materials that are aligned with the Massachusetts ELPS (English Language Proficiency Standards)

Supervision Received:

The ESOL instructor reports to the Program Coordinator of the Adult Community Learning Center.

Supervision Exercised:

None.

Duties and Responsibilities:

1. Teach ESOL Reading, Writing, Speaking, and Listening.
2. Use the Massachusetts ELPS (English Language Proficiency Standards) to direct teaching.
3. Prepare and distribute a course syllabus to the students at the start of each semester.
4. Prepare weekly lesson plans. To be submitted as needed.
5. Implement multiple and flexible delivery options.
6. Integrate civics education, digital literacy, and workforce preparation in the classroom.
7. Develop and implement class educational objectives based on students' needs.
8. Monitor students' progress by maintaining records that include Competency Checklist Progress sheet, Individualized Education Plans, student work and assessment samples to support outcomes.
9. Prepare and evaluate appropriate curriculum materials.
10. Work collaboratively with other teachers in the program to ensure a curriculum that is coordinated across levels.
11. Participate in the planned fall and spring orientation weeks, which includes staff meeting, common planning, curriculum development meetings, ongoing professional and program development activities, and directing orientation activities with students.
12. Attend and participate in common planning meetings.
13. Participate in staff meetings.
14. Become a member of SABES and complete a minimum of 5 hours of professional development each semester. During the first semester of employment the Assessment Basics and the TABE Class-E Reading Certification professional development is required.
15. Coordinate with the Educational Case Manager regarding students in need of additional services.
16. Assist the Educational Case Manager and the Program Coordinator in collecting required student information for reporting purposes.
17. Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
18. Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
19. Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
20. Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
21. Perform other duties as assigned.

**Requirements:**

Minimum Qualifications:

1. Bachelor's degree and three (3) years' teaching experience in K-12, institute of higher education and/or adult education.
2. Experience working with adults from diverse ethnic, racial, and linguistic groups
3. Excellent organizational and communication skills
4. Curriculum development experience
5. Strong computer skills

Preferred Qualifications:

1. Master's Degree in English, education, or related field
2. Experience teaching adult ESOL classes
3. Knowledge of the Massachusetts ELPS (English Language Proficiency Standards) for Adult Education
4. Demonstrated experience delivering differentiated instruction
5. Bilingual

**Additional Information:**

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer.

For addition information on COVID19, please visit: <https://www.qcc.edu/HealthySafeCampus>

**Application Instructions:**

This is a grant-funded position. Starting rate of $31.00 per hour. Minimum 12.00 hours per week, which includes instructional and preparation hours. Weekly and monthly meetings are in addition. No benefits apply.

Visit our Web Site at [www.qcc.edu/human-resources](http://www.qcc.edu/human-resources) for information about our college.

All applicants must apply online by submitting:

* Cover Letter
* Resume

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

Quinsigamond Community College only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you don't have access to a computer, please visit the Human Resources Office Monday-Friday from 8:30am-4:30pm.

Quinsigamond Community College strives to make the application process and interview process accessible for all applicants, but understands that applicants may still encounter barriers due to technology, language, or ability. If we can make the process any more accessible for you, contact Human Resources at 508-854-2883 or humanresources@qcc.mass.edu.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

## [APPLY NOW](https://qcc.interviewexchange.com/candapply.jsp?JOBID=150921" \l "pageTop)