



WELLSPRING JOB DESCRIPTION

TITLE: ESOL Instructor

REPORTS TO: VP of Education and Training

Summary: Seeking three qualified ESOL instructors to facilitate a new ESOL program opening in Weymouth, MA. The positions involve a total of 10 hours per week. This includes 6 hours of teaching, 3 hours of preparation and 1 hour of meeting time per week. 2 positions may be combined for a total of 20 hours. Program is expected to begin on or around March 15 and will run through June 15. Classes will continue beyond that date pending allocation of funding. Hourly rate between \$24 and \$27 per hour depending on relevant experience. Classes will be held in a location to be determined in the Weymouth area. We will offer beginner, low intermediate and intermediate levels to start

Teaching Responsibilities:

- Teach two 3-hour ESOL classes in the evening.
- Work with students to help set and meet goals; refer them to the Case Manager when needed
- Help students understand the agency's educational pathway as well as other services available to them through community partnerships
- Develop and deliver lessons utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets
- Contextualize curriculum to identify student goals
- Integrate technology into instruction

Administrative Responsibilities:

- Choose and order textbooks at the beginning of each new school year
- Maintain student attendance and submit to the Case Manager every week
- Administer/score placement and educational assessment tests
- Communicate classroom/student issues to the Case Manager or VP
- Maintain and report on up-to-date student information (dropout, completion, etc.)
- Attend team meetings once a week
- Participate in professional development training and program development projects
- Work with other instructors to coordinate curricula between levels and contextualize to identify student educational and career goals
- Integrate civics and citizenship information in the classes

Additional Duties

- Coordinate registrations and facilitate the student intake process and class placement
- Oversee implementation of contextualized ESOL curriculum as identified with other instructors
- Work collaboratively with staff to ensure performance goals are met

- Work with program administrators to collect and maintain accurate student data; review class enrollment levels together every month
- Assist director with continuous improvement
- Other duties as assigned

Qualifications

- B.A./B.S (additional experience will be considered in lieu of minimum education requirement)
- Two+ years' experience of ESOL instruction and curriculum development to diverse adults at various levels
- Knowledge of methods and materials used in ESOL instruction.
- Excellent communication, interpersonal and organizational skills.
- Able to work independently and as part of a team.
- Must pass CORI/SORI background check

Preferred Qualifications

- M.A./M.S. in instructional ESOL, education, or a related field
- BEST Plus and/or TABE CLAS-E certification
- Experience integrating technology in the classroom.
- Experience in a DESE funded ESOL program

Please send a resume and thoughtful cover letter to:

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