



## **ESOL Instructor-Evening**

Overview: This position is for 18 hours a week, Monday-Friday, at \$25-\$27/hr. depending on experience starting January 4, 2022 until June 30, 2022, approximately. Direct teaching hours are Tuesday-Thursday 6p.m.-9p.m., fully virtual on Zoom, teaching off-site. This position is open until filled.

The breakdown of the position is as follows: direct teaching 9 hours a week and the remaining 9 hours for hours for preparation, orientation, intake, assessment, and student support. Exact level you will be teaching will be determined after the interview, but either beginning or intermediate instruction.

Fridays are for quarterly all-staff meetings, virtual for the time being. Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. Does not include health benefits. There is no personal time off during the probation period.

### **General Duties:**

- Teach content-based, Freirian ESOL classes (classes that focus on maximizing students' participation and that have a curriculum informed by students' life experiences), with emphasis in promoting women's and families' health and civics. Specific level is ESOL beginning or intermediate, depending on students enrolled.
- Work on updates and maintenance of the Scope and Sequences for your department
- Upload lesson plans to G Suite on a weekly basis
- Assign and correct homework
- Enter attendance daily in LACES and MUA's Google Sheets spreadsheet
- Communicate with lead ESOL teacher on **at least** a monthly basis to ensure class rosters are accurate and that seats in your class are full
- Work with ESOL lead teacher and your department to ensure all students take mandated NRS assessments (TABE Clas-E Writing or BEST Plus) three times per year: once within their first 12 hours in the program, again in March, and again in June (or, before they leave the program, whichever comes first).
- Connect students to the trainings, workshops, and seminars offered at MUA
- Support classroom volunteers by providing materials and setting clear expectations
- Communicate in advance any changes to class schedule and communicate regularly with assistant director about any volunteer needs or issues
- Participate in twice-monthly teacher meeting with the ESOL team
- Attend professional development



- Other duties as assigned.

**Requirements:**

- Bachelor or Master's degree
- Knowledge of the workforce development system and networks in the Boston area
- Ability to work independently with **minimum** supervision and direction, especially during these times of the pandemic
- Competent in using Google Meet, Google Classroom, and Zoom
- Strong Microsoft Office/Google Workspace, and internet skills
- Ability to work as part of a team environment
- Two years teaching experience, preferably in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), high school or bilingual programs funded by the Department of Elementary and Secondary Education (DESE)
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to the advancement of low-income Latina girls and women and other immigrant populations

**Preferred:**

- Bilingual/Bicultural (English-Spanish)
- Certified to administer BEST Plus and/or TABE Clas-E

**How to Apply:**

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. This position is open until filled. By December 15<sup>th</sup> (priority deadline) please e-mail current résumé and thoughtful cover letter to:

Ms. Johannah Malone, Co-Director  
Mujeres Unidas Avanzando  
Dorchester, MA 02122  
e-mail: [johannah.malone@muaboston.org](mailto:johannah.malone@muaboston.org)

\*\*\*Final candidates will need to submit a lesson plan for consideration and provide two references.\*\*\*

Schedule is fully off-site.