

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.
HAITIAN - MULTI SERVICE CENTER**

ESOL INSTRUCTOR (Full Time) POSITION DESCRIPTION

The Full Time ESOL Instructor at the Haitian Multi-Service Center (35 hours w/ benefits) will teach ESOL 0 & I during the day and teaching an ESOL I classes in the evenings. The ESOL Instructor is responsible for developing and implementing curriculum for the class while assessing the on-going educational needs of the students. These hours include: 23 hours of teaching, 10 hours of preparation and 2 hours of meetings and professional development.

REPORTS TO

The Program Director or designee

ESSENTIAL FUNCTIONS

- Creatively addressing the language learning needs of ESOL students through a variety of relevant themes or social issues that help connect students with the larger city in their study and use of English
- Engaging students in reading and writing activities daily
- Integrating DOE ESOL Curriculum Frameworks, student goals and computer instruction (in conjunction with computer lab coordinator), into lesson plans
- Work variable program hours that meet the needs of the contract, students and program goals.
- Keeping accurate and up to date attendance records
- Providing on-going assessment of students
- Communicating with counselors regarding student issues
- Tracking and acknowledging student goal accomplishments monthly
- Attending weekly staff meetings and planning meetings
- Other responsibilities as required.

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QUALIFICATIONS

- BA or certificate in ESOL or Adult Literacy
- Experience teaching ESOL students
- BEST PLUS, and/or REEP certification preferred
- Strong interpersonal, communication, editing and organizational skills.
- Interest in working with individuals of all backgrounds with varying needs.

PLEASE SUBMIT 'RESUME W/ COVER LETTER' TO: philip_howard@ccab.org