

## **ESOL Instructor, ABCD ESOL Program/Roslindale**

### **GENERAL DESCRIPTION:**

The ESOL Instructor is responsible for providing individualized and group instruction to adults in English as a Second Language (ESOL) classes; conduct on-site activities; plan and develop curricula and materials; participate in activities of the ABCD Adult Education System. Use a participatory, team-based, learner-centered approach.

### **ESSENTIAL DUTIES:**

- Work with Education and Career Advisor in the development of Individual Education and Career Plans based on learner goals, needs, and assessment.
- Utilize online platforms and other resources to conduct classes and maintain communication with students.
- Provide group instruction in ESOL.
- Provide academic counseling and referral as needed.
- Develop and document materials, curriculum and resources.
- Provide periodic academic assessment and program evaluation.
- Conduct on-going evaluations of learners and projects.
- Participate in staff and program development activities, including developing and implementing an Individual Professional Development Plan.
- Coordinate activities with other instructional staff, advisors, and volunteers.
- Maintain accurate attendance records and student progress notes.
- Perform other related duties as assigned from time to time.

### **JOB KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to work effectively with individuals of diverse socioeconomic and cultural backgrounds.
- Demonstrated knowledge of curriculum design, curriculum development, assessment, and evaluation.
- Excellent oral and written communication skills.
- Computer proficiency.
- Able to work independently and as part of a team.
- Bilingual in English and Spanish is a plus.

### **EDUCATION & EXPERIENCE:**

Bachelor's degree in education, social sciences or related field, and one to three years of previous teaching experience with adults and/or youth, preferably in ABE, ASE, or ESOL in a community based setting required. Masters in TESOL and familiarity with Department of Elementary and Secondary Education MA Curriculum Frameworks and College and Career Readiness Standards preferred. Certification in administering and scoring the TABE Reading and Writing and BEST Plus 2.0 preferred.

To apply, visit <https://careers.bostonabcd.org/>.