

Worcester Public Schools  
Adult Learning Center

**Position**

ESOL Instructor

**General Description:**

To teach non-English speaking adults-beginner, intermediate or advanced English for Speakers of Other Languages (ESOL).

This is a part-time, non-benefit eligible, grant funded position.

**Responsibilities:**

- Teach ESOL (reading, writing, listening and speaking) to adults.
- Required to do daily attendance.
- Incorporate the world of work in lesson plans.
- Manage the classroom environment to promote safety, learning, diversity and mutual respect for all students.
- Administer required assessments for the class at specified times and score them.
- Know the goals and educational needs of their students.
- Discuss with the students their progress towards the achievement of their goals.
- Work closely with the counselor for the placement of students in class and on any issues or concerns.
- Develop written lesson plans and materials based on the curriculum and student goals and levels.
- Integrate the use of technology into the curriculum.
- Complete all required paperwork in a timely fashion.
- Participate in staff meetings as required.
- Participate in professional development activities as required by our grant and in accordance with program goals and needs.
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- Participate in an active way in all extra-curricular activities of the program (field-trips, annual graduation ceremony, etc.).
- Report to the Program Director.
- Other duties as assigned.

**Qualifications:**

- A Bachelor's degree
- Experience in teaching or training adults
- Knowledge of computers.
- Promptness, professionalism, attention to details, caring for problems of adult students.
- ABE licensure preferred

**Hours:** As dictated by the grant and program requirements

**Current Hourly Rate:** \$30.00

If interested please send resume to Jennifer Brunelle, Director, Worcester Adult Learning Center at [brunellejb@worcesterschools.net](mailto:brunellejb@worcesterschools.net)