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**METHUEN PUBLIC SCHOOLS**

**VACANCY NOTICE**

**THE AVAILABILITY OF THIS POSITION IS CONTINGENT UPON SUFFICIENT FUNDING AND ENROLLMENT**

**POSITION/TITLE:** Part time ESOL Teacher for Adult Education – Evening Programming

**DATE OF OPENING:** August 31, 2021

Program hours Monday through Wednesday 5:00PM -9:00PM

**QUALIFICATIONS:**

1. Licensure from the Massachusetts Department of Elementary and Secondary Education in Grades K-8 or Grades 5-12 or Adult Basic Education preferred
2. Master's Degree preferred
3. Knowledge of Massachusetts English Language Proficiency Standards for Adult Education
4. Demonstrable excellent teaching skills
5. Excellent interpersonal skills and problem-solving skills
6. Prior successful experience working with adult learners preferred
7. Experience conducting assessments with adult learners
8. Experience team teaching and engaging students in digital literacy
9. Outstanding preparation and/or experience may be substituted for some of the qualifications listed above

**GENERAL RESPONSIBILITIES:**

1. Teach English to adult second language learners
2. Develop and deliver lessons relevant to adult learners' lives and aligned to Program Scope and Sequence/Thematic Units/Program Curriculum designed to bring adult learners to their next steps
3. Submit lesson plans incorporating college and career readiness and digital literacy skills on schedule
4. Engage in professional development as assigned by the Supervisor, aligned to Professional Growth Plan
5. Assist in intake, assessment, retention and evaluation procedures in compliance with funding policies
6. Maintain and report daily attendance and other information required to report to funder
7. Attend scheduled Common Planning/Staff meetings
8. Collaborate with colleagues regarding effective teaching practices
9. Other responsibilities as assigned by the Supervisor

**SALARY:**

\$30.00 per hour, up to 12 hours per week, according to the current salary schedule negotiated by Unit A of the Methuen Education Association, contingent upon grant funding

**APPLICATIONS:** Letters of interest, résumé and licensure information should be submitted to

Susan Prior  
Supervisor of Adult Education  
Methuen Public Schools  
36 Boylston St.  
Methuen, MA 01844  
[snprior@methuen.k12.ma.us](mailto:snprior@methuen.k12.ma.us)

**INTERVIEWS BY INVITATION ONLY**

THE METHUEN SCHOOL DEPARTMENT IS AN EQUAL OPPORTUNITY  
EMPLOYER AND SERVICE PROVIDER