



Chelsea Public Schools

Bridge to Success

About Chelsea Public Schools:

The Chelsea Public Schools (CPS) is a gateway school system that welcomes and educates all students and families. In CPS, we believe all children are capable of achieving their personal best by ensuring a safe and supportive environment for school and classroom environments. The school system educates over 6,300 students in 10 schools, including a pre-K-1st grade school, 4 elementary schools, 3 middle schools, and 2 high schools. CPS is a culturally responsive school district. We believe that students learn best when they are engaged in meaningful relationships that fosters and promotes high expectations and risk taking. We are a district of multilingual students where languages are an asset to student development and growth. More information about CPS can be found on our website at www.chelseaschools.com/cps.

About the Intergenerational Literacy Program:

The Intergenerational Literacy Program (ILP), a program of the Chelsea Public Schools, provides literacy instruction in English to parents so that they can meet their own educational goals and so that they can help their children succeed in school; ESOL (English for Speakers of Other Languages) instruction for adults; and adult basic education and high school equivalency classes in Spanish. The program serves immigrant families, most of whom are Latino, and offers instruction for the infants, toddlers, preschoolers, and school-aged children of participating families. More information about the ILP can be found on our website at www.ilpchelsea.com.

Job Responsibilities:

- Responsible for teaching a class of up to 30 adults
- Works with ILP director and other instructors in developing and revising curriculum;
- Designs lessons using authentic materials that emphasize topics of learner interest, and help learners in setting and building on their goals
- Assesses learners' progress in a variety of ways, incorporating both formative and summative assessments;
- Oversees tutors during classroom instruction, including: assigning them to groups of learners, giving them specific tasks to carry out in working with groups, monitoring their performance, providing feedback and suggesting additional strategies they can use in working with learners
- Maintains all records on learners, including ongoing files of their work, & periodically moves selected data from classroom files into learner' permanent files;
- Records attendance daily;
- Monitors learners and tutors in using computers and other technology and in borrowing and returning ILP library books;
- Participates in, and occasionally leads, weekly professional development seminars for ILP staff, ILP teacher meetings, and professional development seminars (in-house and through the SABES system);

- Administers and scores TABE CLAS-E and/or BEST Plus assessments (after certification training);
- Participates in the publication of the ILP anthology and planning for Awards Ceremony;
- Engages with other staff in ongoing program development and community planning;
- Performs other job-related duties as assigned

Qualifications:

- Bachelor's degree in education or a related field
- Experience working in Pre-K-12 education, or adult literacy
- Knowledge of family literacy, ESOL, and/or ABE
- Certification or eligible to be certified in required ESOL assessments (BEST Plus and/or TABE CLAS-E)

Terms: This is a non-union position. 14-19.5 hours per week, schedule to be determined with manager. \$30.00/hr.; Licensed teachers \$35/hr.

Please send resumes to: Falon Egbechi Eke at ekéf@chelseaschools.com.

Equal Opportunity Employer:

Chelsea Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.