



ESOL TEACHER

The ESOL Teacher will provide instruction to adults enrolled in RCP, Inc. education programs. In addition, s/he will prepare lesson plans and activities for the students. S/he will also work with the other staff to ensure the program is responding to the needs of the students it serves.

Responsibilities:

- Work with all program staff to develop a comprehensive curriculum which coordinates and meets the DESE College and Career Readiness Standards including math instruction.
- Prepare and submit lesson plans weekly.
- Teach two 3 hour classes per week.
 - ***During COVID-19, classes may need to be taught remotely. The setup and use of Google Classroom is required.***
- Be available in the classroom 15 minutes before class is scheduled to begin.
- Work with the Educational Advisor to administer required DESE program assessments three times per year.
- Get TABE Clas-E certified and maintain certification yearly (as deemed necessary by director).
- Work with the Educational Advisor to help students set and meet their educational and career goals.
- Attend monthly staff meetings, scheduled staff development activities, and required trainings/conferences.
- Work with other staff and students to plan extracurricular activities.
- Attend all extra-curricular activities including field trips and community events.
- Complete other duties assigned by the Executive Director.

Experience / Qualifications:

- Bachelors degree required; Masters preferred
- Experience working with diverse communities
- Teaching experience, preferably in Adult Education, English for Speakers of Other Languages (ESOL), High School or bilingual programs
- Experience/knowledge of second language acquisition
- Ability to work with and motivate adult learners
- Excellent oral and written communication skills
- Knowledge of another language helpful but not necessary

Reports to: Executive Director