



# english for **NEW BOSTONIANS**

## **JOB OPENING Workplace ESOL Teacher In Person Instruction**

**October 2022**

**English for New Bostonians** (ENB) invests in the future of our region by creating opportunities for immigrants to pursue their educational, economic and civic aspirations. We make and manage grants to ESOL programs, provide training and technical assistance (TA), and lead the statewide English Works Campaign, focusing on increased business investment in ESOL, policy advocacy, and capacity development. Each year, ENB programs provide a gateway for 1,100 immigrants to participate in Boston's economic and civic life.

The Workplace ESOL Teacher will craft and deliver an **in person** English class with a dual focus, meeting the needs of operation workers with limited English skills, and the business that employs them.

This is a contract position, for a class that will run through several cycles for a total of 36 weeks of instruction, **October 2022 – December 2023**.

### **Responsibilities**

#### **Teaching**

- Teach workplace English to beginning and/or intermediate level students in the wholesale industry, at a company located **in Hyde Park, Boston**. Class will run 144-hours, 2 hours/day; 2 days/week; class will be taught in the mornings.
- Adapt workplace ESOL curriculum to the unique training needs and goals of target audience--workers and employer.
- Promote effective, innovative practices to maximize participation, skill acquisition and impact.

#### **Class Management**

- Maintain student attendance records.
- Maintain program records including curriculum documentation.
- Ensure all outcome requirements are met.
- Coordinate evaluation of students' English language levels and progress
- Troubleshoot (e.g. schedules, logistics).

**Other:**

- Maintain regular contact with supervisor regarding class progress, challenges.
- Participate in ENB Workplace ESOL planning and evaluation meetings.
- Build and maintain project momentum, including through regular planning and evaluation team meetings. Help cull lessons learned.
- Maintain regular, productive communication with employer partners, including assisting them with grant reporting and compliance.
- Maintain program records including curriculum documentation and team meetings notes.

**Qualifications**

- At least two years' experience as an adult ESOL teacher.
- Strong organizational and project management skills.
- Excellent writing, organizational, and verbal communication skills
- Flexibility, ability to adapt as needed to meet goals of the program.
- Familiarity with Microsoft Office and Google suite.
- Ability to work as part of a team and in culturally diverse environment.
- Workplace adult education experience preferred.
- Access to a car preferred.

**Compensation**

- \$40 per hour.
- 144 hours of instruction + 216 hours prep, plus additional planning/evaluation time prior to class start-date and following class end-date.

**To Apply:** Send cover letter, résumé, and three references with the subject line "Workplace ESOL Teacher" as the subject line to [fperalta@englishfornewbostonians.org](mailto:fperalta@englishfornewbostonians.org). Position open until filled.

*ENB is an Equal Opportunity Employer and encourages women and people of color to apply.*