

Holyoke Community College

Literacy Specialist (ESOL, Evenings)

Part-Time

[Job Posting](#)

Provide student-centered ESOL and digital literacy instruction to high intermediate - advanced students. Classes held online using Zoom and Google Classroom and provide exciting opportunities to for innovation in service of students!

Plan and teach classes with synchronous and asynchronous components, 2 evenings per week (5 hours synchronous). Approximately up to 12.5 hours per week including paid prep time, program and professional development, and student support. Experience with instructional design, curriculum design, online learning, and learning management systems (Google Classroom, Moodle, etc.) preferred. Possible opportunities to add hours up to 18.5/week.

1. Provides high quality ESOL instruction related to skill development, college/career readiness, and personally relevant life goals. The program seeks to guide learners in identifying career goals and developing ESOL and work readiness skills in relation to that goal, leading to employment or placement in a job training or educational program.
2. Designs a digital learning space and mechanisms that support the development of students' independent learning skills.
3. Engages in program-wide projects including collaborative curriculum design.
4. Works closely with Director, Career & Education Advisor, and other colleagues to provide comprehensive instruction and support.
5. Participates in program planning, curriculum development, and professional development.
6. Collaboratively develops contextualized ESOL curriculum focused on essential career readiness skills and locally-relevant career opportunities and sectors. Primary outcomes include employment, career advancement, successful completion of workforce training, and college enrollment.

Qualifications

REQUIRED: Bachelors degree and at least two years experience in Adult Basic Education, ESOL and/or Workforce Development; strong written and interpersonal communication and technology skills; commitment to professional and program development; commitment to learner-centered teaching; ability to work effectively and flexibly with a diverse faculty, staff, and student body.

PREFERRED: TESOL Certification or Masters in Applied Linguistics/ESL; trained on TABE-E writing and/or BEST+ Speaking/Listening Assessments; proficiency in Spanish,

Arabic, Polish, Russian, or other language other than English; familiarity with DESE-funded Adult Education system (including MA ELPS or CCRSAE); ability to integrate math (operations, fractions, decimals, percentages, ratios, proportion) into ESOL instruction in relation to career goals; prior experience with career-focused ESOL instruction. Evidence of effective, outcomes-based and/or contextualized instruction.

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

MCCC/Non-Benefited, Part-Time Position

Hours: 12.5-18.5 hours/week

Funding Source: Grant-funded

Anticipated Start Date: September 2021

- All candidates must have legal authorization to work in the United States. HCC is not sponsoring **H1B** **Visa.**
- **Pre-Employment Background check, including Criminal History will be conducted for all positions.**

Holyoke Community College is committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.