

# NEEDHAM COMMUNITY COUNCIL JOB POSTING

## ELL Teacher for Low-Beginner/Literacy Learners

570 Hillside Ave

Needham, MA 02494

[www.needhamcouncil.org](http://www.needhamcouncil.org)

781-444-2415

Needham Community Council is a private non-profit organization that works to meet under-met health, educational or social needs and promotes volunteerism, community, and a sense of shared responsibility. NCC's English Language Learning Program provides individual and group lessons at no charge for adult English learners who work or live in the community. **We seek to expand the program by hiring a trained ESOL teacher for low-beginner learners.**

The ELL teacher will teach small beginner level/literacy classes for 8-week sessions (fall and spring). For each 8-week session, the ELL instructor will teach one morning class (T/Th or M/W), and one evening class (M/W) at NCC. This is a pilot program; if successful, the sessions will run spring and fall. The first session will begin in October.

Rate: \$28 per hour, 10 hours per week. The teacher will be compensated for 6 hours teaching and 4 hours prep per week. This is a contract position.

### Responsibilities:

- Instruct small classes (up to 10 students) of low-beginner English learners
- Provide scaffolded instruction, practice, and assessment in speaking, listening comprehension, reading, and writing
- Prepare interactive, theme-based lessons to build real-world communication skills
- Adapt teaching methods and materials to meet the interests and learning styles of students
- Document student attendance, progress, and goals
- Work with staff and volunteers to develop materials, lessons, and share best practices
- Attend staff meetings monthly and provide written progress updates

### Requirements:

- Available two mornings and two evenings per week for in-person teaching
- At least 1 year experience teaching ELL beginning level/literacy learners
- Experience teaching adults in a community-based setting
- Experience using technology for teaching
- Knowledge of adult learning theory
- Ability to work with diverse groups of learners
- Ability to collaborate with volunteers in the classroom
- Great organization and communication skills
- A calm and flexible personality

### Preferred Qualifications

- ESL certification/degree preferred

Interested applicants should email a cover letter and resume to Julie Tovar, [jtovar@needhamcouncil.org](mailto:jtovar@needhamcouncil.org).

*Deadline: September 1, 2022*