



Job Posting

The Asian American Civic Association (AACAA) provides limited English-speaking and economically disadvantaged people with education, occupational training, and social services enabling them to realize lasting economic self-sufficiency.

Next Steps Transitional English Program (Next STEP) is an intermediate ESOL program for immigrant and refugee adults which prepares students for college and job training. Next STEP is supported by funding from the Massachusetts Department of Elementary and Secondary Education.

Position Available: ESOL Instructor

Reports to: Director of Next STEP

Hours: Classes meet 11 am to 1 pm, Tuesdays thru Fridays, 4 days a week. 8 hours of teaching, 4 hours of prep/week. Up to 4 additional hours/week for participating in meetings, attendance entry, and professional development. Currently, the program runs two 18-week cycles and one 7-week summer cycle in July and August. The fall cycle runs from early September to mid-January. The spring cycle is from early February to mid-June.

Position Summary: The Next STEP ESOL Teacher will teach the highest-level class in a 10-Level ESOL continuum. The instructor will be responsible for preparing and teaching College and Career Readiness ESOL to adult English Language Learners. The instructor is responsible for curriculum development and revision, instruction, formative and summative assessments, and recording attendance. **This position is currently remote due to Covid-19 pandemic. Must have reliable internet connection.**

Responsibilities:

- Teach using a variety of classroom activities in order to enable students' growth in Listening, Speaking, Reading, Writing, Critical Thinking, Grammar, and Vocabulary.
- Conduct classroom instructions that prepare students' seamless transition to college, vocational training, or full-time employment at the end of the program.
- Assign reading and writing assignments regularly and return with feedback in a timely manner.
- During remote teaching, build and maintain Google Classroom as a Learning Management System. Post teaching materials and assignments and provide written feedback online. Provide assistance to students new to remote learning.
- Develop, evaluate, and modify course curriculum and submit lesson plans according to DESE's MA ELPS, AACAA's Next STEP class level benchmarks, student needs and supervisor feedback.
- Record student attendance daily and discuss student progress and challenges with team members regularly.
- Participate in evaluating intake assessments and interviewing and selecting applicants for program admission.
- Administer and score TABE CLAS-E assessments at the beginning and end of each cycle.
- Evaluate student progress through on-going assessments such as class participation, quizzes, writing assignments, presentations, and homework.
- Develop annual goals that are aligned with personal career development interests as well as the program's Continuous Improvement Plan. Research and attend High Quality Professional

Development opportunities. Share insights gained from PD with team members as needed to enhance the learning and growth of the whole team.

- Actively participate in meetings, curriculum design and revisions, planning and evaluation, and improvement of programmatic policies for students.
- Coordinate with all the program team members on a regular basis to serve students most effectively and meet designated funder benchmarks for training placement, retention, training completion, and obtaining a family-sustaining employment.
- Discuss student attendance challenges as well as any other areas of concern affecting student's learning potential with advisor(s), Director, and Next STEP team.
- Work with volunteer tutors.
- Prepare lesson materials for substitute teachers when absent.
- Participate in orientation and graduation.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in related field
- Strong written and oral communication skills
- Experience teaching college and career readiness ESOL online using e-Learning materials
- Proficiency in Microsoft Office Suite and Google Workspace
- Willingness to work with existing curriculum and continuously improve and learn new things
- Patience and perseverance to provide assistance to students who are new to online learning
- Active participation and collaboration with other team members, problem-solving skills, and classroom management skills

Preferred Qualifications:

- Master's Degree in related field
- Experience teaching adult immigrant population
- Knowledge of Massachusetts English Language Proficiency Standards
- Knowledge of local community colleges and vocational training programs to help adult ESOL learners transition to college, training, and employment

Salary: Commensurate with experience.

To apply, send resume and cover letter to:

HR Department

Asian American Civic Association

87 Tyler Street, 5th floor

Boston, MA 02111

Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer

