**Thomas Shortman Training, Scholarship and Safety Fund**

**New England**

**Part-time ESOL, Citizenship and Computer teachers needed**

The Thomas Shortman Scholarship and Safety Fund is hiring part-time teachers for weekday, evening and/or Saturday classes taught in Boston and multiple cities in the region. We are the training fund for SEIU 32BJ, the Union that represents janitors, security officers, and maintenance workers in Massachusetts, New Hampshire and Rhode Island.

**Qualifications**:

* Experience as an ESOL, citizenship, computer, basic education or literacy teacher in an adult education setting
* Be computer literate
* Ability to work collaboratively and independently
* Best Plus certification is highly desired

**Job Responsibilities**:

* Teach ESOL, computer or Citizenship test preparation classes
* Maintain and submit records of attendance, lesson plans and handouts that reflect curriculum guidelines
* Maintain ongoing communication with supervisor
* Perform other duties as assigned within available time

**Education Required**:

* College Degree or equivalent
* At least one year of relevant work or volunteer experience required

## Schedule:

## Classes are offered in Boston weekdays, evenings and on Saturdays

## Classes are offered in Brockton, Lawrence, Lynn, Lowell, Marlborough, Waltham, Worcester and Providence, R.I on Saturdays (AM and PM)

## Classes meet once or twice a week for 2.5 to 3.5 hours in person

## Salary:

## $40.00 per contact hour + 30 minutes prep for each 1-3 hour class/45 minutes prep for classes longer than 3 hours

## How to Apply:

 Please email resume and cover letter to: azambrano@32bjfunds.com

Thomas Shortman Training Scholarship and Safety Fund 26 West Street Boston, MA 02111