

Jackson Mann Community Center
Adult Basic Education *Lead ESOL Teacher* Job Description
Full-time Position/ 35 hours per week

Each class meets 9 hours per week. For every three hours taught, a teacher is allotted and compensated for an additional two hours of prep, and one hour dedicated to professional development or staff meetings for a total of 16 hours per week. The lead teacher will have an additional 19hrs for other duties.

Teaching Responsibilities

- Teach three 3-hour ESOL classes, Tuesdays, Wednesdays, and Thursdays, 6:00 pm to 9:00 pm.
- Work with students to help set and meet goals; refer them to the Program Counselor when needed
- Help students understand the agency's educational pathway as well as other services available to them through community partnerships
- Develop and deliver lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets
- Follow Jackson Mann's scope and sequence
- Integrate technology into instruction

Administrative Responsibilities

- Choose and order textbooks at the beginning of each new school year
- Maintain student attendance and submit to the Program Counselor every week
- Administer/score placement and educational assessment tests
- Communicate classroom/student issues to the Program Counselor promptly
- Maintain and report on up-to-date student information (dropout, completion, etc.)
- Attend team meetings twice a month
- Participate in professional development training and program development projects

Additional Duties

- Coordinate registrations and facilitate the student intake process and class placement
- Complete curriculum alignment to the MAELPs
- Oversee implementation of contextualized ESOL curriculum
- Work collaboratively with staff to ensure performance goals are met
- Work with program administrators to collect and maintain accurate student data; review class enrollment levels together every month
- Monitor teachers' submission of monthly lesson plans
- Help to establish yearly student files and keep them up-to-date
- Assist director with continuous improvement
- Input student and program data into the LACES database
- Other duties as assigned

Minimum/Required Qualifications

- B.A./B.S required
- two+ years' experience of ESOL instruction and curriculum development to diverse adults at various levels
- Knowledge of methods and materials used in ESOL instruction.
- Excellent communication, interpersonal and organizational skills.
- Able to work independently and as part of a team.
- Must pass CORI/SORI background check.

Preferred Qualifications

- M.A./M.S. in instructional ESOL, education, or a related field
- BEST Plus and/or TABE CLAS-E certification
- Experience integrating technology in the classroom.
- Experience with LACES
- Fluent in Spanish

Please email resume and cover letter to:

Dwight Jarrat
Director
Jackson Mann Community Center
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Allston, MA 02134
dwight.jarrat@jacksonmanncc.org

Supervision Received by: J/MCC Adult Education Program Director

Equal Opportunity Employer.