



HOLYOKE COMMUNITY COLLEGE
invites applications for the position of:

Literacy Specialist (ESOL, Daytime) - Springfield

SALARY:	\$53,590.00 - \$56,000.00 Annually
DIVISION:	Business & Community Services
DEPARTMENT:	Adult Basic Education/ESOL
OPENING DATE:	05/31/22
CLOSING DATE:	06/21/22 11:59 PM
THE POSITION:	

Provide student-centered ESOL and digital literacy instruction, with career and college readiness focus to Intermediate/High Intermediate adult English learners (1-2 classes that each meet 4-10 hours per week).

Support enrollment, assessment, intake/recruitment, and other program functions.

Collaborate with instructors, advisors, and other members of team on program planning, curriculum development, student support, coaching, etc.

Experience with instructional design, curriculum design, online learning, and learning management systems (Google Classroom, Moodle, etc.) preferred.

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1. Provides high quality, communicative ESOL instruction related to skill development and college/career readiness. 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. Intentionally builds student skills using Google Classroom, Zoom, and other platforms.
3. Builds culturally responsive classroom space and a community that supports success for all students. Incorporates numeracy into language instruction.
4. Works closely with Leadership and Career Advisors to provide comprehensive instruction and support.
5. Works closely with team to develop and maintain student assessment schedule in order to meet program goals and fulfill funding requirements. Assesses ESOL students in reading, writing, speaking and listening using DESE standardized assessment tools.
6. Participates in program planning, curriculum development, and program continuous improvement. Engages in program-wide projects including collaborative curriculum design.
7. Maintains timely and accurate student records including attendance, assessment and other data.
8. Conducts intake/screening interviews with prospective students and maintains class waiting lists.
9. Coordinates student enrollment and assessment for site. Periodically works during evenings to support these functions.

10. Collaborates and innovates to adopt responsive enrollment and referral systems in partnership with HCC & STCC adult education, Academic ESL, and advising teams.
11. Serves as program ADA Coordinator.

QUALIFICATIONS:

REQUIRED:

- Master's degree and/or TESOL Certification;
- At least 2 years' experience in ESOL instruction;
- Strong written and interpersonal communication and technology skills;
- Excellent organizational skills; strong leadership 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.

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.

PREFERRED:

- Trained to administer and score TABE-E reading, writing and/or BEST+ Speaking/Listening Assessments;
- Proficiency in Spanish, Arabic, Portuguese, Turkish, Russian, Vietnamese or other language than English;
- Familiarity with DESE-funded Adult Education system (including MA English Language Proficiency Standards and College & Career Readiness Standards);
- Previous experience using DESE LACES database.

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Full-time, MCCC unit position

Compensation: Grade 4: Minimum \$53,590/year. Actual salary will be commensurate with education and experience in accordance with MCCC/MTA Collective Bargaining Agreement. Full State benefits package.

Hours: 37.5 hours/week, total of 52 weeks

Funding Source: Grant-funded

Anticipated Start Date: August 1, 2022

****Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated by the start of your employment. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.

- 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 an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment,

including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hcc.edu>

303 Homestead Ave.
Holyoke, MA 01040
(413) 552-2554

humanres@hcc.edu

Position #MCCC-22-206
LITERACY SPECIALIST (ESOL, DAYTIME) -
SPRINGFIELD
SW

Literacy Specialist (ESOL, Daytime) - Springfield Supplemental Questionnaire

- * 1. Do you have at least a Master's degree and/or TESOL certification?
 Yes No

- * 2. Do you have at least two years' experience in ESOL instruction?
 Yes No

- * 3. Have you demonstrated strong written and interpersonal communication and technology skills?
 Yes No

- * Required Question