



## 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:** (2) Asynchronous Distance Learning ESOL Teachers

**Reports to:** Director of Next STEP

**Hours:** 18 hours/week during the cycle. Cycle dates are from 9/20-12/10 and 1/17-5/13/22. 8 hours of teaching and additional 10 hours a week for lesson planning, weekly office hours, curriculum development, meetings, student orientation, and continuous professional development, .

**Position Summary:** The Next STEP Asynchronous Distance Learning ESOL Teacher is responsible for teaching College and Career Readiness ESOL to adult English Language Learners online. The Asynchronous Distance Learning class is a brand new, pilot class to allow students flexibility to continue studying even when work and family schedules change. The instructor is responsible for curriculum development, 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 asynchronously online using a variety of activities in order to enable students' growth in Listening, Speaking, Reading, Writing, Critical Thinking, Grammar, and Vocabulary.
- Record instructions using video conferencing applications such as Zoom and Screencastify and post instructions and assignments using Google Classroom.
- Build and maintain Google Classroom for posting teaching materials, videos, and assignments and collecting student work.
- Hold 2 regular office hours a week at the times most students can participate to connect with students, lead discussions, and provide clarification on instructions and assignments. 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 weekly and discuss student progress and challenges with team members regularly.
- Administer and score TABE CLAS-E assessments at the beginning and end of each cycle.
- Evaluate student progress through on-going assessments such as 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.
- 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 teach the brand new class and continuously 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, 5<sup>th</sup> floor  
 Boston, MA 02111  
 Email: [hr@aaca-boston.org](mailto:hr@aaca-boston.org)

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

