

**YMCA of Greater Boston**  
**Job Description**

**Branch:** Education and Training, International Learning Center

**Position Title:** Adult ESOL Instructor

**Position Type:** Part time

1 ESOL teaching position available for online/blended English for Immigrant Entrepreneurs classes.

Schedule: Monday and Wednesday, 7:00pm to 9:00pm, mid-March through July.

8 hours of paid teacher time per class week, includes prep, teaching, and coordinating guest speakers.

Teaching platforms: Zoom and Google Classroom.

**Teaching responsibilities include:**

- Teach ESOL to adult small business owners of diverse linguistic, cultural, religious, socio-economic and educational backgrounds.
- Teach courses online via Zoom and eventually in a blended model (some coursework online, and some in live classes) when safe to do so.
- Use learning management system (LMS) Google Classroom to organize and design homework and asynchronous coursework.
- Provide clear and explicit instructions both in writing and orally to students.
- Communicate with students through online messaging platforms (Google Voice, WhatsApp, Google Classroom, email, etc.).
- Survey and incorporate learner goals into coursework for a student-centered, goal oriented, participatory ESOL class.
- Review and track goals and achievements with students and maintain student portfolios.
- Maintain timely and accurate documentation attendance and student progress.
- Collaborate with Education and Career Advisors to ensure that all students are progressing.
- Outline teacher and program expectations to the students clearly at the beginning of each new unit.
- Prepare and deliver engaging, learner-centered lessons both online and in person.
- Contextualize reading, writing, pronunciation, grammar, speaking and listening skills using a business model.
- Schedule guest speakers to enhance curriculum.
- Customize existing curriculum to engage and meet student needs and English proficiency level.
- Incorporate digital literacy to enhance small business growth.

**Administrative responsibilities include:**

- Keep timely and accurate documentation of attendance.
- Document and submit lesson plans in provided format.
- Document student progress and achievements.
- Communicate classroom/student issues to Directors in a timely manner.
- Participate actively in meetings and contribute to continuous improvement of program.

**The ideal candidate will have:**

- BA or Master's degree in ESOL, Education or related field + more than 1 years of experience teaching adults.
- Familiarity with learner-centered, goal-oriented participatory ESOL.
- Sensitive to socio-economic and cultural issues.
- Strong communication, interpersonal, and classroom management skills.
- Able to work independently and as part of a team.
- Computer proficiency (i.e. Microsoft 365, Google Classroom, Zoom, various ESL online resources).
- BEST Plus 2.0 and TABE CLAS-E testing certification preferred.
- Bilingual a plus.

**Physical demands:**

- While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear.

- The employee must occasionally lift or move up to 25 pounds.
- Specific vision abilities of this job include close vision, distance vision, and the ability to adjust.

The class is funded by English for New Bostonians. The class is for adults. Due to COVID-19, all classes are online until further notice.

Please apply online at [Careers - YMCA of Greater Boston \(ymcaboston.org\)](https://www.ymcaboston.org/careers)