

ESOL Teacher (Intermediate Adult)

Part-Time | Quincy, MA | Hybrid

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About BCNC Adult Education and Workforce Initiatives Program

The **Adult Education and Workforce Initiatives Program** prepares adult immigrant learners with the education, training, and guidance needed to enroll in post-secondary education and job training, leading to employment at family-sustaining wages. Our goal is to provide 360 adults each year with the career and educational pathways they need to achieve social and economic self-sufficiency in the United States. Our students come from all over the world, including China, Haiti, Vietnam, Morocco, El Salvador, Brazil, Albania, Colombia, and Cape Verde. Our English for Speakers of Other Languages (ESOL) classes and job training services are offered at the BCNC Boston and Quincy locations, during the day and evenings throughout the year.

About The Role

The **ESOL Teacher Intermediate Adult** is an evening position and will be responsible for developing and implementing a student-centered, goal-oriented curriculum that 1) aligns with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS) and the vision of the BCNC Adult Education program, and 2) raises students' English proficiency level so that they can achieve their educational and career goals. Instruction is intended to move students from Educational Functioning Level (EFL) 4 to EFL 6.

Teaching Hours: Evenings (6:00-8:30pm), Tuesday through Thursday, 9 hours per week; synchronous and asynchronous. Tuesday classes are conducted onsite; Wednesday and Thursday classes and asynchronous classwork are conducted remotely, on Zoom and class LMS. With additional responsibilities listed below, the PT Teacher is employed for a total of 20 hours per week.

This position will report directly to the Director of Adult Education. The position has potential, with successful performance, to change to full-time effective 07/01/2023.

What You Will Do

Teaching and Curriculum Planning 80%

- Prepare a class syllabus, based on the established curriculum for this class level.
- Revise and improve the content of the documented scope and sequence for the established curriculum.
- Prepare a unit plan for each unit of instruction in the curriculum, using the state-recommended template.
- Develop and teach ESOL classes using formal, written lesson plans that:
 - Meet Massachusetts Dept. of Elementary and Secondary Education (MA DESE) requirements for lesson plan contents and are tied to Massachusetts English Language Proficiency Standards for Adult Education
 - Integrate language study skills, basic computer skills, basic math, and pre-vocational soft skills
 - Incorporate different learning styles of students and incorporate common student goals
- Build and maintain an online class platform for posting and collecting teaching material and assignments
- Communicate with students outside of class time to help them succeed in remote classwork
- Conduct classes entirely in English.
- Plan and implement at least one goal-oriented activity/field trip/student assignment per term.
- Prepare for and participate in regularly scheduled planning meetings with teachers and advisors.

- Actively participate in curriculum design and enhancement; work with colleagues to implement recommended enhancements; monitor student progress and provide feedback on changes/accommodations that were made; assist in systematic storage of supplemental teaching materials.
- Review feedback from students and adjust teaching methods and materials to meet the needs of the students.
- Ensure that students show Educational Functioning Level completion on standardized assessments at rates that meet or exceed annual targets set by MA DESE.
- Arrange for substitute teachers when needed.
- During the course of instruction, review with students Adult Education's Student Handbook, explain the program's goal-setting process, and teach students how to set and meet goals.

Administration and Documentation 15%

- Maintain accurate and timely student records.
- Contact absent students, per program policy guidelines.
- Report periodically on topics, materials, and activities covered in class.
- Meet with students to understand students' goals and record students' progress against goals.
- Assist advisors in documenting goals set by students.
- Conduct a standardized assessment of enrolled students as part of the program's annual pre-and post-testing.
- Assist advisors in intake assessment, registration, and orientation of program applicants.

Program and Professional Development 5%

- Develop and implement outcome-based annual goals that can be used to measure personal performance.
- Participate in ongoing professional development to ensure that skills are current.
- Assist in other department and agency initiatives as required by the program director.

What We Look For

- Bachelor's degree in related field with knowledge and practical application of research-based teaching methods.
- Experience with educational technology and conferencing tools.
- Good project management skills with the ability to balance multiple priorities concurrently.
- Accountability for learner gains based on standard metrics.
- Flexibility with researching and adopting new research-based methods for teaching English.

Preferred:

- MA in TESOL.
- Experience teaching Chinese immigrant learners.
- Knowledge of Massachusetts English Language Proficiency Standards for Adult Education.
- Certified to administer and score the BEST Plus 2.0, TABE CLAS-E Reading, and/or TABE CLAS-E Writing.

Working Conditions

- Must be available to work a flexible schedule including may require traveling local during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

How to Apply

<https://forms.monday.com/forms/db5eee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

BCNC requires all in-person and hybrid employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. A face mask is required. You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.