

# ESOL Instructor - MassLinks Part Time (Senior Learning Specialist) (Pool)

Online Job Posting:

<https://mwcc.interviewexchange.com/jobofferdetails.jsp?JOBID=148056>

## About Mount Wachusett Community College:

Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond. Mount Wachusett Community College is located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.

We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.

<http://mwcc.edu/about-mwcc/>

## Job Description:

Category: Professional  
(Staff Member)

Subscribe:

Department: Adult

Education

Locations: Devens, MA

Posted: May 23, 2022

Type: PSM

Position ID: 148056



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## **General Statement of Duties**

The Part-Time ESOL Instructor - MassLinks possesses a deep understanding of current theories and principles of second language acquisition and the ability to apply this knowledge to promote English language development, academic preparation for postsecondary enrollment, and enhanced employability for second language learners enrolled in Adult Education programming at MWCC. The Part-Time ESOL Instructor - MassLinks provides rigorous, remote synchronous and asynchronous, standards based instruction aligned to the Massachusetts English Language Proficiency Standards for Adult Education. The Part-Time ESOL Instructor - MassLinks implements evidence-based instructional strategies and aligns professional practice to the Massachusetts Professional Standards for Teachers of Adult Speakers of Other Languages. The ESOL instructor delivers high quality instruction that supports the acquisition of foundational English language skills, academic skills to support post-secondary enrollment, digital literacy skills, and workplace readiness skills to enhance employability.

## **Responsibilities**

Designs and delivers rigorous academic instruction aligned to thematic units designed to build skills in core language acquisition areas of Reading, Writing, Speaking, Listening, Mathematics, and Workplace Readiness;

Implement evidence-based instructional practices as part of course design and delivery;

Incorporate lessons and themes that address the components of language (sounds, vocabulary, syntax, communicative contexts and purposes and language awareness) to develop English language proficiency;

Conduct diagnostic, formative, and summative assessments to inform instructional design and delivery and to measure student learning;

Use task-based language learning activities that require learners to use authentic, unscripted language to complete tasks that resemble real-life problems or situations encountered by the learners outside of the classroom;

Incorporate educational technology (including but not limited to Burlington English, Newsela, Nearpod, Quill, Flocabulary, etc.) to enhance learning activities and maximize student learning;

Maintain appropriate student data including proof of academic progress and samples of completed work and utilize that data to increase access to curriculum and design individualized learning opportunities for students as necessary;

Participate in student progress team meetings with colleagues (administration, counselors, instructors, etc.);

When working on-site or in a virtual classroom, arrive at least ten minutes prior to the beginning of class and stay until completing scheduled learning activities.

Work cooperatively with Student Support Counselors to assist each enrolled student in the development of a comprehensive education and career plan that includes a review of local labor market data and education and training opportunities in the priority industries within their region;

Collaborate with program Student Support Counselors to deliver classroom instruction in college and workplace readiness. Assist counselors in the alignment of these lessons to academic and content standards;

Contextualize instruction to include industry specific content (if appropriate for work assignment);

Maintain electronic copies of weekly instructional plans aligned to the program's curriculum and the Massachusetts English Language Proficiency Standards for Adult Education. Plans must be available for review by administration at the request of the Director of Adult Education, the President's Designee, or funders;

Attend all supervisor and program wide meetings (in person or virtual) as scheduled by the Director of Adult Education and or the President's Designee, or funder;

Participate in regularly scheduled curriculum development and MassLinks program improvement activities as assigned by the Director of Adult Education or his/her designee;

Effectively utilize technology to enhance student learning and increase student progress;

Utilize Google Classroom to deliver content and assignments to students and extend the learning environment without increasing seat time in the course;

Provide timely and authentic feedback to students through numerous ways, including but not limited to, the learning management system used by the program (Google Classroom);

Conduct remote student classroom sessions utilizing video conferencing technology (Google Meet, Zoom, etc.);

Must use the following educational technology to enhance student learning: Google Applications for Education (Docs, Sheets, Slides, Forms, Meet, etc.), Burlington English, Newsela, Quill, Nearpod; Regularly access, review, and update student electronic files;

Access and utilize electronic assessment results to inform instruction;

Participate in all phases of the educator effectiveness evaluation process including but not limited to: (1) Self-Assessment (2) Professional Development Planning (3) Classroom Implementation of Learned Strategies (4) Ongoing observation and performance monitoring (5) Reflection;

Collaborate with program administration to develop and implement an annual professional development plan approved by the Director of Adult Education and/or his or her designee that is linked to the multi-year strategic plan;

Participate in at least twelve hours of professional development activities, or 2.5% of paid hours, whichever is greater, that are designed to improve content area knowledge;

Instructors with less than one year experience in adult education must attend the DESE sponsored online "New Staff Orientation" as conducted by SABES within one year of employment start date.

Participate in classroom observations as determined by the Director of Adult Education and/or his/her designee;

Will have their online learning environment reviewed throughout the academic year to ensure effective usage, and engaging activities assigned through the learning platform;

Participate in the annual performance review process with direct supervisor and/or designee including any or all of the following: (1) short mini-observations by the Director of Adult Education and/or designee (2) Formal classroom observations conducted by the

Director and/or designee (3) Formal review process as dictated by the Office of Human Resources and the MCCC contract;  
Other duties as assigned.

## **Requirements:**

### **Minimum Qualifications:**

Master's degree in Critical Thinking or closely related field;  
Three (3) years experience and/or training that includes program coordination, teaching, critical thinking instruction, curriculum development, and computer operations in a community college environment; or  
An Equivalent combination of education, training, and experience.

### **Desired Qualifications:**

K-12 certification;  
Computer operations in a community college environment;  
Experience designing and delivering remote instruction;  
Experience working with adult students.

### **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 with the equivalent combination of education, training and experience required for the responsibilities of this position.

### **Additional Information:**

In-house Title: ESOL Instructor MassLinks (Part Time) (Pool)

Salary: \$30.03 per hour grant funded

Employee Status: Part Time

Benefits: No

Hours per Week: Not to exceed 18 hours per week \*Potential for Hybrid/Remote work with onsite work pending business needs

*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, 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.*

## **Application Instructions:**

Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. 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. Face coverings are required while indoors on campus. For additional information on COVID19, please visit: <https://mwcc.edu/covid/>

The following documents are required:

1. Resume
2. Cover Letter

Applications for Pool positions will be held in applicant pools by discipline which, whenever a position opens up in any given discipline, will be consulted when searching for candidates to fill the position. Applicants for positions will not be notified of their status

unless they are contacted to come in for an interview, which might occur soon after applying or as much as a year later.

*Deadline Date: Open Until Filled*

*Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).*