

## **Part-time ESOL and Citizenship teacher - Thomas Shortman Training, Scholarship and Safety Fund New England**

The Thomas Shortman Scholarship and Safety Fund is hiring part-time teachers for Saturday classes taught in Brockton, MA. We are the training fund for SEIU 32BJ, the Union that represents janitors, security officers, and maintenance workers in Massachusetts, New Hampshire and Rhode Island.

### Qualifications:

- Knowledge of MS Office and Google products required
- Good interpersonal skills
- Ability to work collaboratively and independently
- Fluency in English is required, and advanced Portuguese or Spanish is needed for the Citizenship teaching positions
- Experience as an ESOL, citizenship, computer basic education or literacy teacher in an adult education setting

### Job Responsibilities:

- Teach ESOL and Citizenship test preparation classes
- Maintain and submit records of attendance, lesson plans, and handouts that reflect curriculum guidelines
- Maintain ongoing communication with supervisor
- Perform other duties as assigned within available time

### Education Required:

- College Degree or equivalent
- At least one year of relevant work or volunteer experience required

### Schedule:

- ESOL and Citizenship prep classes are offered on Saturdays in Brockton.

### Compensation:

- \$40.00 per teaching hour
- Paid preparation time
- Paid in house training, coaching and professional development opportunities

### How to Apply:

Please email resume and cover letter to: [azambrano@32bjfunds.com](mailto:azambrano@32bjfunds.com)

Thomas Shortman Training Scholarship and Safety Fund, 26 West Street, Boston, MA 02111