

SER-Jobs for Progress Job Description
164 Bedford Street, Fall River, MA 02720
(508)676-2330 (P) (508)6762330 (F)

Position Title:

**Adult Basic Education/English Speakers of Other Languages (ABE-ESOL) Instructor
PART-TIME POSITION**

General Statement of Duties:

ABE/ESOL Instructors provide group instruction to diverse adult learners. Instructors are required to align the curriculum with MA ELPS and SER's Scope and Sequence. Instructors must maintain student assessment information to track student progress throughout the year. Instructors also need to maintain other records such as attendance so that the Organization can provide needed statistics to DOE-ACLS.

Responsibilities:

- Align curriculum with MAELPS and Scope and Sequence
- Select and develop appropriate materials for class use
- Maintain appropriate student records
- Provide input and participate in program development activities
- Attend professional development activities
- Attend appropriate staff training offered by SABES
- Adhere to SER-Jobs for Progress mission
- Any other duties that arise

Qualifications:

- Bachelor's degree required and Teaching Certificate preferred
- Experience working with a diverse adult learner population
- Digital knowledge (familiarity with Google Classroom, Microsoft Office, social media platforms)
- Ability to adapt teaching styles and materials to meet individual needs of students
- Excellent oral and written communication skills
- Must be able to work collaboratively with existing adult education team
- Bilingual in Portuguese/ Spanish preferred
- Experienced with Smart Boards is a plus
- Flexible and patient
- Willingness to work with a diverse population
- Good organizational and time management skills

Reports to /Contact:

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