



WORLD EDUCATION

Contracted Position: Workplace ESOL Instructor, Mansfield, MA

Date: September 2021 – July 2022

Job Description: World Education (WEI), in partnership with Hub Folding Box Company, provides English language instruction to workers at the company production site in Mansfield, MA. The ESOL instructor is responsible for providing on-site group instruction to two classes, each contextualized to the workplace and the learners' lives. Each class meets two hours per week with students attending on paid release time.

Class Schedule: First class: Tuesday 12:30-2:30 PM; Second class: Thursday 2:30-4:30 PM

Instructor hours: 9 hours per week = 4 hours of teaching and 5 hours for preparation and meetings, over 32 weeks. Workplace coordination meeting attendance and prep; pre and post lesson planning and documentation; meetings with WEI team; and 8 hours of professional development.

Rate of pay: \$40.00/hr.; non-benefitted, **Up to 356 hours** from September 2021 – July 2022.

Responsibilities:

- Work with the Workplace Education Coordinator to develop and modify curriculum and lesson plans to adjust to student needs and input, as well as feedback from the workplace. Use the Massachusetts English Language Proficiency Standards for Adult Education and the College and Career Readiness Standards for Adult Education in lesson development.
- Develop formative and summative assessments related to each unit of study.
- Develop lessons to extend learning through the use of technology.
- Assist with recruiting students and implement strategies to support attendance and persistence.
- Develop an understanding of students' work and the workplace environment through background research, tours, and meetings with supervisors.
- Work with students to set individual goals; support and monitor student progress towards meeting goals including workplace focused goals.
- Work with students to develop class protocols and policies and orient new students to the class.
- Develop and maintain records of all lesson plans and the authentic materials used in class.
- Maintain class records and report data for workplace planning team requests. Submit weekly attendance to the workplace and World Education.
- Attend planning meetings; write reports for the workplace coordination team on class progress and any issues requiring the attention of the team.
- Keep in weekly contact with the Coordinator regarding any attendance or other classroom issues.

- Meet biweekly, or thereabouts, with Coordinator at a mutually agreed upon time at World Education, Inc. or in Mansfield.
- Prepare lesson materials for substitute teachers when absent.
- Participate in staff development activities.
- Track hours and report to the Workplace Education Coordinator. Payment will be provided upon submission of an invoice based on an agreed-upon payment schedule.

Qualifications:

- Bachelor's Degree required, Master's in Applied Linguistics or adult education preferred
- Minimum two years experience teaching ESOL in a classroom setting
- Workplace ESOL experience preferred
- Proficient digital skills and interest in digital literacy preferred
- Proficiency with the Massachusetts English Language Proficiency Standards for Adult Education and the College and Career Readiness Standards for Adult Education, as well as experience integrating formative assessment into instruction preferred

Contact: Kathleen O'Connell, Workplace Education Coordinator, World Education, Inc. at Kathleen_oconnell@worlded.org