

Workplace ESOL Instructor

Part-Time Temp | Boston, MA | In person

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 Workplace Education

The **Workplace Education Program** at BCNC collaborates with our employer partners to provide job specific ESOL instruction to employees of our partners AT their work sites. This enables workers with busy schedules to improve their English during their work hours, especially learning the language necessary to succeed at and advance in their working environment.

About The Role

This **Workplace ESOL Instructor** will serve the employees of a food service company in the Boston and Cambridge area by providing job specific ESOL instruction to employees at various levels. Using employer-provided materials the ideal candidate will collaborate with BCNC staff to create an effective curriculum for instruction. Three different levels of classes will run for 2 hours each week at two different sites, mostly during afternoon hours. The courses will run from December through March for two consecutive seasons, to serve employees during their slow season. The Workplace ESOL Instructor will be report directly to the Director of Adult Education.

Teaching Commitment: Current: 6 hours instruction, 6 hours preparation for a total of 12 teaching hours per week. Additional meetings and administrative tasks will add some hours to this each month. All instruction will be taught in person; approximately 4 months per cycle; two cycles over two years.

What You Will Do

Teaching and Curriculum Development:

- In collaboration with BCNC adult education personnel and the employer partner, develop an appropriate ESOL curriculum for 3 different levels of English and employment utilizing training resources provided by the employer as the primary framework for instruction.
- Teach three 2-hour-per-week classes for approximately 4 months (December through March) for two consecutive seasons
 - Using written lesson plans that are tied to the curriculum
 - Integrating English language skills with the basic computer skills, interpersonal skills, and other skills relevant to customer service work and the employer's specific requirements
- Conduct training entirely in English.
- Assess and record student progress at multiple points throughout the cycle; create and follow objective criteria for assessing student abilities.

Other Responsibilities:

- Coordinate with the employer on a regular basis to discuss the progress of the curriculum and the students
- Maintain accurate and timely student records.
- Contact absent students, following program policy.
- Assess students before each cycle to determine appropriate class level.

What We Look For

- Bachelor's degree in a related field with at least two years of experience teaching adult English language learners.
- Excellent written and oral communication skills.
- Hands-on experience with educational technology, Microsoft Office, and the Google Suite, with the ability to integrate these tools into the classroom.
- Experience in curriculum development.
- Some basic understanding of the restaurant, food service industry
- Good project management skills. Ability to balance multiple priorities concurrently and to work collaboratively.
- Self-driven and results-oriented, with a positive outlook and a clear focus on high-quality service.

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.

Hourly Rate Range

\$25.00-\$35.00

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?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.