ESOL/ABE Teacher Job Description

**Join the Jamaica Plain Community Centers Adult Learning Program team.** We are seeking part time ESOL teachers to teach: (in-person class enrollment must not exceed 10 students)

**Evenings** (Monday, Tuesday 6:00pm – 8:00pm - in-person, Wednesday, Thursday 6:00pm – 8:30 pm virtual)

**Mornings** (Monday, Tuesday 9:30am – 11:30am – in-person, Wednesday, Thursday 9:30am -12pm virtual)

for the 2020-2021 academic year. Compensation for the position includes 9 hours of teaching and 6 hours of prep. and one monthly meeting.

**General Statement of Duties/Responsibilities: (Modifications to this job description may be modified due to Covid-19 and Department of Elementary and Secondary Education guidelines)**

* Instruct Adult Learners in ESOL language and life skills within a learner-centered, achievement-oriented program curriculum.
* Develop and implement ESOL lesson plans, assessment and instructional materials aligned to the Massachusetts English Language Proficiency Standards for Adult Education (ELPS) or Massachusetts College and Career Readiness Standards (CCRS), and contextualized to college and career goal attainment, focusing on skills that will aid students in advancing to the next level and in preparing them for college and careers in industries that pay family-sustaining wages.
* Assess students regularly with teacher-made assessments and ensure that all students are pre- and post-tested
* Hold 1:1 student progress meetings with progress checklists for each student 3x/yr. (Oct., Feb., May)
* Collaborate with Volunteer Coordinator regarding matches of tutors and in-class assistants; and alignment of tutoring materials and content with classroom lessons and student goals
* Engage and keep students motivated to continue their studies, collaborating with the College and Career Readiness Coordinator, student advisors, and other Instructors to promote student persistence, including assisting students with their individual education and career plan, and overcoming obstacles to their learning.
* **Familiar with and able to incorporate technology in classes in a hybrid teaching setting including but not limited to, Google Classroom, Edmodo, etc.**
* Maintain student data: attendance, test results, student work, and goals achieved in student files, and other reporting requirements.
* Actively participate with student recruitment, outreach, placement, and orientation sessions.
* Participate constructively in teacher and staff meetings working collaboratively with team members to ensure performance goals are met.
* Participate in professional development related to the Workforce Innovation and Opportunity Act (WIOA), performance standards, and the state performance accountability measures, including ESOL or ABE assessment certifications.

**Candidate Requirements:**

B.A./B.S required, M.A./M.S. in ESOL, Education, or related field preferred; proficient in Microsoft Office suite and Google Drive; ability to work independently and as part of a team; experience with and commitment to collaborative, achievement-oriented education; two years’ experience of ESOL/ABE instruction to diverse adults at various levels; knowledge of DESE guidelines, Massachusetts English Language Proficiency Standards for Adult Education (ELPS) or College and Career Readiness standards (CCRS); BEST+ ,TABE Clas-e, MAPT certification preferred; and must pass CORI/SORI background check.

Virtual demonstration lesson required of final candidates.

**To apply:** Email cover letter and resume to joyce@jpadulted.org. No phone calls please.

JPCC is an equal opportunity employer and actively seeks candidates from diverse backgrounds.