JOB OPENING
Workplace ESOL Teacher

March 2020

English for New Bostonians (ENB) invests in the future of our region by creating opportunities for immigrants to pursue their educational, economic and civic aspirations. We make and manage grants to ESOL programs, provide training and technical assistance (TA), and lead the statewide English Works Campaign, focusing on increased business investment in ESOL, policy advocacy, and capacity development. Each year, ENB programs provide a gateway for 1,100 immigrants to participate in Boston’s economic and civic life.

The Workplace ESOL Teacher will craft and deliver an English class with a dual focus, meeting the needs of front line workers and managers with limited English skills, and the business that employs them. All aspects, including planning, curriculum and technology, and evaluation will be implemented with the goal of building knowledge and capacity among ENB and partners.

This is a contract position, for a class that will run 20 weeks, mid-March – August 2020. The class will be held in Lynn or Chelsea.

Responsibilities

Teaching
- Teach beginner-level students in a Workplace English for Retail class. Class will run 80-hours, 2 hours/day 2 days/week.
- Adapt workplace ESOL curriculum to the unique training needs and goals of target audience--workers and employer.
- Promote effective, innovative practices to maximize participation, skill acquisition and impact.

Class Management
- Maintain student attendance records.
- Maintain program records including curriculum documentation.
- Ensure all outcome requirements are met.

Other:
- Maintain regular contact with supervisor regarding class progress, challenges.
- Participate in ENB Workplace ESOL planning and evaluation meetings.
Qualifications
- At least two years’ experience as an adult ESOL teacher.
- Strong organizational and project management skills.
- Excellent writing, organizational, and verbal communication skills
- Flexibility, ability to adapt as needed to meet goals of the program.
- Familiarity with Microsoft Office and Google suite.
- Ability to work as part of a team and in culturally diverse environment.
- Workplace adult education experience preferred.
- Access to a car preferred.

Compensation
- $40 per hour.
- 80 hours of instruction + 80 hours prep, plus additional planning/evaluation time prior to class start-date and following class end-date.

To Apply:
Send cover letter, résumé, and three references with the subject line “Workplace ESOL Teacher” as the subject line to info@englishfornewbostonians.org. Position open until filled.

ENB is an Equal Opportunity Employer and encourages women and people of color to apply.