

Seeking ESOL Conversation Instructor: Multilevel Class, Levels 1-3, Thursday evening, 6-8:30 plus additional meeting and professional development time.

General Statement of Duties

The ESOL Instructor promotes a student-centered approach to teaching. This approach enables students to learn what they want and need to learn. This student-centered approach reflects current adult learning theory reflected in the ESOL Frameworks. In this student-centered approach, students are actively involved in their own education.

Responsibilities/Duties

- Teach English conversation to beginner level, non-native speakers in a lively, student centered manner.
- Implement the Massachusetts Frameworks for Adult Education as part of curriculum planning.
- Help students set goals, monitor goals, provide strategies and encouragement for students to attain those goals.
- Administer teacher-made assessments.
- Maintain appropriate student records and student portfolios.
- Monitor student attendance; provide follow-up on absences and report them to the counselor.
- Select and develop appropriate materials and methods that encourage student achievement.
- Provide input for planning and participation in program development activities.
- Attend at least 12 hours of professional development activities per year.
- Collaborate with peers on developing curriculum that meets the needs of students.
- When needed, refer students to counselor.
- Present lesson plans to coordinator.
- Attend common planning time and monthly staff meetings.
- Attend 15 hours of New Staff Orientation.

Qualifications:

- BA
- Experience teaching/tutoring
- Experience working with adult learner population preferred
- Experience working with immigrant population preferred
- Ability to work as part of an educational team
- Excellent communication skills

Salary: \$20.89 per hour, approx. 5 hours per week

Please send cover letter and resume to:

Asian Center of Merrimack Valley, Inc.

1 Ballard Way Lawrence

Lawrence, MA 01843

Attn: Laura Qualliotine, ESOL Coordinator

Or Email: lqualliotine@necc.mass.edu

Alisa Vlahakis Povenmire

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SABES: Training Leaders in Adult Basic Education

SABES promotes high quality adult basic education services through training, support, and resources that improve the skills and knowledge of practitioners and strengthen programs.

For more information on the System for Adult Basic Education Support (SABES), please go to:
www.sabes.org or <http://sabes.org/northeast>