**JOB OPENING**

**ESOL Teacher**

**October 2022**

**Job Title: ESOL for Parents Teacher**

**Reports to:** Program Manager

**Status:**  Part-Time Hourly

**English for New Bostonians** (ENB) creates opportunities for immigrants to learn English and pursue their educational, economic and civic aspirations. ENB’s strategy includes investment, innovation, leadership and advocacy. We support ESOL programs and lead the statewide English Works Campaign uniting employers, community leaders, students, unions, and educators in the call for greater investment in English language learning programs. Each year, ENB programs provide a gateway for more than 1000 immigrants to fully participate in economic and civic life.

The **ESOL for Parents Teacher** will craft and deliver an ESOL for Parents and Caregivers class for family members of children at the Winship Elementary School in Brighton. The class is planned to be in-person, building on a successful pilot in-person class in spring 2022. Two concurrent classes are planned, beginner and intermediate.

This is an hourly position, for a class that will run October2022 – June 2023.

**Responsibilities**

**Teaching**

* Teach English for Parents and Caregivers to beginner or intermediate level students. Classes are scheduled to begin 10/11 and end 6/2/23, stopping for school vacation weeks, from 5:30 to 7:30pm, Tuesdays and Thursdays;
* Adapt ENB’s ESOL for Parents curriculum and chosen textbook to the unique needs and goals of students;
* 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;
* Assist with evaluation of students’ English language levels and progress, including testing and student surveys;
* Troubleshoot (e.g. schedules, logistics).

**Other:**

* Maintain regular contact with supervisor regarding class progress, challenges;
* Participate in ENB ESOL planning and evaluation meetings;
* Build and maintain project momentum, help cull lessons learned;
* Maintain regular, productive communication with school partners.

**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

**Compensation**

* $33 per hour
* 8 hours per week (4 teaching hours and 4 prep hours), plus required meetings (approx. 1 hour/week) and additional planning/evaluation time prior to class start-date and following class end-date. Paid holidays that fall on teaching days, plus PTO @8 hrs/week last week of year 12/26-12/31.

**To Apply:** Send cover letter, résumé, and three references with the subject line “ESOL for Parents 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.*