



Job Description

Job Title: Workplace Education Instructor

Hours: 17 weekly paid hours (8 hours teaching, 8 hours preparation, 1 hour meeting)

Classes held: September 6, 2016 - May 25, 2017, weekdays during normal business hours

Wage: \$23.00/hour with part-time benefits

The Asian American Civic Association (AACAA) provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

Position Summary:

AACAA seeks a part-time instructor to teach two levels of ESOL at a baking company in Malden Center. The four levels in this program are literacy (SPL 0-1), beginner (SPL 2-3), intermediate (SPL 4-5), and a level of intermediate writing combined with baker's math. Applicant should specify in the cover letter which levels s/he would prefer to teach. Class times depend on the instructor's availability. The instructor is responsible for curriculum development, instruction, student assessment, and classroom management.

Responsibilities:

- Develop, evaluate, and modify course curriculum and lesson plans according to student needs, employer input, and supervisor feedback
- Conduct classroom instruction
- Assign student work and give appropriate feedback
- Develop and evaluate student assessment tools
- Evaluate student progress
- Maintain student records and keep student attendance records for each day of class
- Actively participate in program and staff meetings and work with team members for effective program implementation
- Participate in program evaluation and efforts to develop, refine and improve the program
- Participate in the development and implementation of appropriate programmatic and administrative policies
- Contribute to the development of standards of performance and systems to monitor that performance for programmatic soundness
- Keep in weekly contact with the coordinator regarding any attendance or other classroom issues
- Prepare lesson materials for substitute teachers when absent
- Start/finish all classes on time
- Continue to develop and improve teaching skills by participating in professional development
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree required
- Experience teaching ESOL to adults
- BEST Plus and TABE CLAS-E Writing certifications preferred
- Bilingual fluency in another language is a bonus, but not required

To apply, send resume and cover letter by **August 24** to:

HR Department
Asian American Civic Association
87 Tyler Street, 5th floor
Boston, MA 02111

Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer.