

UNITED SOUTH END SETTLEMENTS

We invite you to be a working member of the rich and continuing history of USES which began in 1891 with the founding of the South End House, the "first of its kind" in Boston. Today, we are a multi-service organization providing holistic and integrated services to children, teens, young and senior adults. As such, we have an eclectic teaching and learning environment that spans multiple disciplines, age groups, backgrounds and community needs. Our extended family includes participants, staff, volunteers, community leaders, and business partners. The Workforce Readiness department prepares adult learners for community life; providing them with the skills necessary for economic sustainability. We offer staff an inclusive work and learning environment that is supportive and rewarding, where creativity, passion, enjoyment and collegial supports are highly valued.

ESOL Level #3 Teacher

Reporting to the Director of Workforce Readiness, the **ESOL3 Teacher** (SPL levels 5-6), provides English language instruction with an emphasis on English for workplace readiness and transitioning to college. Instruction includes teaching skills in listening, speaking, reading, comprehension, writing and critical thinking as well as integrating digital literacy as part of regular, ongoing lessons.

Duties include planning lessons, monitoring, and assessing and reporting on student progress on an ongoing basis. All staff participate in the intake process. They create Individual Learning Plans with students; and collecting, recording, and reporting all necessary information related to students in a timely manner.

This is a 25 hours per week, position August 29 through June 30 Tuesdays through Fridays between 9am to 3:30 pm. Preparation and meetings are included.

QUALIFICATIONS

1. Bachelor's Degree is required in Education or relevant field and a minimum of three years teaching adults, preferably in a Department of Education funded adult basic education program.
2. Knowledge and sensitivity to the challenges and aspirations of immigrants.
3. Ability to respond to different learning styles, offering creative and engaging lessons.
4. Excellent organizational, interpersonal, communication, and writing skills are required.
5. Demonstrated skills in curriculum development and implementation.
6. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Internet Explorer)
7. Knowledge of SMARTT a plus.
8. Ability to work as part of a team as well as working independently.
9. TABE CLAS-E certified preferred.

RESPONSIBILITIES

1. Create and utilize curriculum, lesson plans, tests, and teaching materials with a particular focus on workforce readiness.
2. Integrate computer-aided instruction into lessons as appropriate
3. Compile and submit lesson plans integrating MA DESE curriculum frameworks and College and Career Readiness Standards.
4. Monitor attendance and any obstacles to learning in conjunction with Education Advisor to quickly identify and address issues.
5. Monitor and assess students' progress on a regular basis.
6. Maintain all necessary files and records.
7. Assist with outreach, recruitment, assessment, and placement of students as needed.

8. Help to set students' goals and follows-up on goal attainment with education advisor and career advisor.
9. Provide guidance and support to volunteer tutors and student interns as needed.
10. Prepare ESOL students for the next steps integrating WIOA expectations.
11. Perform other related duties as requested.

PHYSICAL REQUIREMENTS (with or without accommodation)

1. Position requires exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly.
2. Work requires close visual acuity.
3. Position is not substantially exposed to adverse environmental conditions,

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email **resume and cover letter** to: humanresources@uses.org

In the subject line, please specify the position to which you are applying.

No phone calls, please.