ESOL/CITIZENSHIP INSTRUCTOR (PART TIME)

A social-service agency is seeking a part time experienced ESOL/Citizenship Teacher. This role is responsible for providing English instruction to limited English proficient adult students. Other responsibilities include curriculum development, evaluation of students’ progress, and maintenance of all students’ records. We promote student-centered model with interactive and responsive classroom approach. We have been providing ESOL programs to students in the community for many years and are looking for qualified instructors to help support the students in needs to foster and improve their social, cultural, economic and civic lives to benefit Quincy and its neighboring communities.

Responsibilities Include:

- Providing English Instruction to limited English proficient adult students
- Providing ongoing feedback to students and coordinators
- Analyzing student progress to identify areas for improvement
- Attending staff development, training and professional activities
- Evaluating student progress on a regular basis, as well as, providing students with feedback regarding performance in class and any obstacles that may be impeding progress
- Flexible to individual learning styles, and setting appropriate limits to ensure all students have an equal opportunity to learn
- Assisting students in areas of difficulty and providing additional assignments for students who will benefit from extra work

Qualification Requirements:

- Native English speaking instructor
- BS/BA in Education or related field, TESOL Certificate and/or Masters preferred
- 2-3 years of workplace or related training/teaching experience preferred
- Knowledge of adult learning theory
- Ability to work with a diverse group of clients
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently