

ESOL Instructor Substitute - (Adult Community Learning Center)-Part-Time (Days and Evenings)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249591>

Downloaded On: Nov. 28, 2024 1:48pm

Posted Nov. 25, 2024, set to expire Mar. 24, 2025

Job Title	ESOL Instructor Substitute - (Adult Community Learning Center)-Part-Time (Days and Evenings)
Department	Adult Basic Education
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Nov. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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ESOL Instructor Substitute - (Adult Community Learning Center)-Part-Time (Days and Evenings)

Category: Part Time Non-Benefitted

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes:

Type: Part Time

Position ID: 183322

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General Statement

The ESOL instructor is a member of a team of professionals that implement the mission and vision of Quinsigamond Community College's, Adult Community Learning Center. The instructor is primarily responsible for the preparation and presentation of instruction that is relevant to our students' lives, using the program's curriculum that is aligned with Massachusetts ELPS (English Language Proficiency Standards). Our instructors are closely involved in the assessment of student skills including ongoing communication with the students regarding their progress toward their individual goals. This is a part-time (PT), English for Speakers of Other Languages (ESOL) Instructor position that is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE).

Supervision Received

The ESOL instructor reports to the Program Coordinator of the Adult Community Learning Center.

Duties and Responsibilities

- Prepare, maintain, and submit electronic weekly class plans aligned to the program's curriculum and interests of students.
- Integrate civics education, digital literacy, financial literacy, and workforce preparation in the classroom that is aligned to WIOA priorities.
- Provide rigorous academic instruction in the core ESOL areas of reading, writing, speaking, and listening to adult learners.
- Meet individually with students once per semester to review their progress. Conferences should include examples of student work, informal and formal assessments, and completed conference forms.
- Prepare and distribute a course syllabus to the students at the start of each semester.
- Develop and implement class educational objectives based on students' needs.
- Communicate frequently with individual students regarding their progress towards their goals.
- Work collaboratively with other teachers in the program to ensure a curriculum that is coordinated across levels.
- Attend and participate in staff meetings including common planning, curriculum development and ongoing professional and program development activities.
- Complete 10 hours of professional development each school year.
- Become proficient with the state reporting system (LACES).
- Work cooperatively with the Career and Education Case Manager to develop and implement students individual educational and career goals.

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- Use the Massachusetts ELPS (English Language Proficiency Standards) to direct teaching.
- Implement evidence based instructional practices within the classroom.
- Ensures that Adult Learning Theory best practices are followed and remains current in knowledge of resources available to adult learners.
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications

- Bachelor's degree and three (3) years' teaching experience in K-12, institute of higher education and/or adult education.
- Experience working with adults from diverse ethnic, racial, and linguistic groups.
- Excellent organizational and communication skills
- Demonstrated experience delivering differentiated instruction.
- Experience and skill using industry-standard computer applications, such as Office 365.

Preferred Qualifications

- Master's Degree in English, education, or related field
- Experience teaching adult ESOL classes
- Knowledge of the Massachusetts ELPS (English Language Proficiency Standards) for Adult Education
- Curriculum development experience



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- Experience with Blackboard
- Bilingual



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Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=183322>



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Adult Basic Education
Quinsigamond Community College

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