

## ESOL Skills Instructor(s) (Part-Time) Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263429>

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Posted Oct. 3, 2025, set to expire Jan. 30, 2026

**Job Title** ESOL Skills Instructor(s) (Part-Time)  
**Department** Center for Adult Education  
**Institution** Northern Essex Community College  
Haverhill, Massachusetts

**Date Posted** Oct. 3, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor

**Academic Field(s)** Education  
Humanities - English

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**Job Description**

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### ESOL Skills Instructor(s) (Part-Time)

**POSITION: Part-Time ESOL Skills Instructor(s) (Staff Assistant):**Center for Adult Education; Lawrence Campus (420 Common Street); MCCC/MTA Unit Professional Position; up to 6 hours per week

**SUMMARY:** NECC Center for Adult Education is seeking dedicated ESOL (English for Speakers of Other Languages) teachers to join our team to teach ESOL levels 1-6 in-person classes with an online component. The ideal candidate will have a passion for teaching English to adult learners, fostering a

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supportive and inclusive learning environment, and promoting student success. This role requires expertise in ESL/ESOL teaching methodologies, strong communication skills, and the ability to adapt instruction to meet the diverse needs of adult learners.

Non-Credit Instructors are hired on an as needed basis. Courses may be offered in face-to-face, hybrid, or online modalities at our Haverhill and/or Lawrence campuses or at a workplace location in these or surrounding communities. Courses may be held during the day, in the evening, or on weekends.

*\*\*Non-Credit Instructor positions are an "Open Pool" for the Fall 25/Spring 26 Academic Year. There may or may not be available openings at this time however, when an opening does occur, the hiring manager will draw from the pool of applicants we have on file.\*\**

### **RESPONSIBILITIES:**

Specific duties for this position include:

- Develop and deliver engaging, rigorous, standards-aligned ESOL lessons tailored to adult learners' needs and proficiency levels.
- Foster a positive and inclusive classroom environment that encourages active participation, promotes language acquisition, and supports student leadership.
- Assess students' English language proficiency through formal and informal methods and use data to guide instructional decisions. Provide constructive feedback and support to students to facilitate their language development and academic progress.
- Maintain confidential, accurate, and complete records and reports in accordance with funder and institutional requirements.
- Submit attendance, grades, completion status and reports in a timely manner in accordance with funder guidelines.
- Use textbooks and materials approved for use in classroom by the department
- Participate in sub-committee meetings, staff meetings, and Common Planning Time.
- Proactively seek out and engage in professional development opportunities to continually enhance teaching skills and stay updated with educational best practices.
- Support program operations by proctoring exams, administering pre/post assessments, and providing substitute or class coverage as needed.
- Utilize data to customize instruction, track attendance, and offer guidance on course selection and career pathways to support program completion.
- Monitor student participation and attendance, follow up with student absences, and monitor pre/post assessment test scores as part of an intrusive advising approach with students

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- Collaborate with program advisors and the coordinator to develop support plans for individual students, ensuring successful outcomes.
- Ensure student participation in course evaluations, surveys, and other feedback mechanisms to gather insights for enhancing the learning experience.
- Implement diverse instructional methods to promote student achievement
- Prepare and submit written unit and lesson plans that align with appropriate content and state standards.
- Actively engage in classroom observations, welcome constructive feedback, and demonstrate a willingness to implement changes in teaching strategies and methodologies to enhance student success and achievement.
- Maintain regular communication with the DESE Programs Director, Coordinator, and Advisors.
- The Classification Specification is available at:  
<https://www.mass.edu/shared/classificationspecs/specsmccc/Staff Assistant - HB 1160.doc>

Job Requirements:

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education, TESOL, Applied Linguistics, Education, or related field.
- Excellent verbal and written communication skills, with the ability to effectively interact with students, colleagues, and stakeholders.
- Ability to establish a rapport with students and maintain an environment that supports learning and promotes student retention
- Knowledge of second language acquisition principles.
- Flexibility to teach across various proficiency levels
- Proficient in maintaining accurate data related to attendance, assessment, and progress
- Proficiency in using technology for instructional purposes and familiarity with remote teaching platforms (Blackboard Collaborate, Zoom, Teams, etc.)
- Commitment to fostering an equitable learning environment and promoting social justice through education.

### **PREFERRED QUALIFICATIONS:**

- Master's degree in education, TESOL, Applied Linguistics, or related field
- Experience teaching ESOL in a DESE funded adult education program
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

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**EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**BACKGROUND CHECK:** Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

**SALARY:** \$40.00/hour for classroom instruction.

- Teacher is compensated for classroom instruction, prep time, professional development, meetings, and subbing
- Non-benefited position

**ANTICIPATED START DATE:** ASAP

To apply, click [HERE](#)

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**Contact Information**

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

**Contact**

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Northern Essex Community College

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