



Announcement of Open Position: Adult Education ESOL Instructor, The Gray House

Job Title: Adult Education ESOL Instructor

Status: Part-time, non-exempt

Hiring Director: Education Director

Location: Forest Park

Hours: Monday through Thursday 6:00 to 8:00 PM (10 hours per week) beginning February 18, 2019 for three 12-week sessions.

General Overview: The Adult Education ESOL Instructor works with a diverse array of adult learners who have a variety of educational needs. S/he also works with a number of volunteer tutors with varying skill sets and experience in the classroom. The instructor plans for and teaches ESOL Literacy (to include reading, writing, financial, health and digital literacy) to small groups.

Essential Responsibilities:

Student Related

- Complete or ensure completion of intake and enrollment process
- Assess students' levels by pre-testing and post-testing
- Build and maintain relationships with students
- Follow established level curriculum by developing and implementing lesson plans for ESOL Literacy instruction
- Collect additional family information as needed and assist with special distributions

Volunteer Related

- Direct classroom volunteer tutors to assist students in the classroom
- Build and maintain relationships with classroom volunteer tutors
- Work with Education Director to assign student supplemental work for Friday volunteer tutoring

Administrative Related

- Communicate with Education Director regarding program activities, changes, cancellations, etc.
- Communicate with Education Director if there are any concerns with a volunteer or student
- Maintain attendance records, collect relevant data, provide monthly reporting, and complete evaluations
- Participate in trainings and instructional team meetings as required
- Work collaboratively with the rest of staff
- Other duties as assigned by the Education Director

Qualifications & Requirements:

- Experience teaching ESOL Literacy, preferably to adult learners
- Demonstrates cultural competency (respectful and responsive of others' cultural differences) with the ability to effectively and collaboratively work with diverse populations
- Able to communicate with others at all levels, exercise sound judgment and be organized
- The ability to work effectively with co-workers, volunteers, staff and board in carrying out the program and organization's mission
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)
- Proficiency with computers, especially Gmail and Google Drive, as well as ability to use Chromebooks, tablets and flash drives



Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL-1.pdf) to employment@grayhouse.org

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.