



**Announcement of Open Position:
Adult Education ESOL Instructor, The Gray House
Academic Year 2019-2020**

Job Title:	Adult Education ESOL Instructor
Status:	Part-time, non-exempt, benefits
Hiring Director:	Education Director
Location:	The Gray House and Forest Park
Hours:	up to 30 hours (includes teaching and planning time, planning hours are flexible)

At the discretion of the Education Director, the position can be split into two positions (as follows) or offered as one position prior to candidate employment

Class times/location:

- The Gray House, 22 Sheldon Street, Springfield
 - Mondays & Wednesdays 9:15 AM to 12:30 PM;
 - Tuesdays & Thursdays 9:15 AM to 3:00 PM
 - 20 hours per week, includes planning time

- Urban Potential, 361 Sumner Avenue, Springfield
 - Mondays & Wednesdays 6:30 to 7:30 PM;
 - Tuesdays & Thursdays 6:00 to 8:00 PM
 - Up to 10 hours per week, includes planning time

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 assistants with varying skill sets and experience in the classroom. The instructor plans for and teaches Beginner and Literacy ESOL (to include reading, writing, finance, health and computer 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 Beginner and Literacy instruction
- Collect additional family information as needed and assist with special distributions



Volunteer Related

- Direct classroom volunteer assistants to aide students in the classroom
- Build and maintain relationships with classroom volunteer assistants
- 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 and volunteers
- Other duties as assigned by the Education Director

Qualifications & Requirements:

- Experience teaching ESOL Beginner and Literacy levels, Phonics, Reading, languages and/or English, preferably to adult learners
- Demonstrated cultural competency (respectful and responsive of others' cultural differences) with the ability to effectively and collaboratively work with diverse populations
- Ability to communicate with others at all levels, exercise sound judgment and be organized
- 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
- ESOL Certification preferred but not required

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.