

## UNITED SOUTH END SETTLEMENTS

We invite you to be a part of the rich history of USES which began in 1891 with the founding of the South End House, the "first of its kind "in Boston and the fourth in the United States. Today, we are a multi-service organization providing holistic and integrated services to children, teens, young and senior adults. Our extended family includes participants, staff, volunteers, community leaders, and business partners. USES operates on t

### ESOL Level #3 Teacher

#### GENERAL DESCRIPTION

Reporting to the Director of Workforce Readiness, the **ESOL3 Teacher** provides English language instruction with an emphasis on English in the workplace. Duties include planning lessons, monitoring, and assessing student progress on an ongoing basis; participating in the intake process as requested; creating Individual Learning Plans with students; and collecting, recording, and reporting all necessary information related to students in a timely manner.

This is a 30 hours per week, position for 10 months, T-F from 9am-5pm. Classes meet Tuesday - Friday from 9:15 a.m. to 2:15 p.m.

#### QUALIFICATIONS

1. Master's degree in TESOL, Education, or other relevant field, or equivalent experience; and, a minimum of three years teaching, preferably in a Department of Education funded adult basic education program
2. Knowledge of the challenges immigrants experience
3. Excellent organizational, interpersonal, communication, writing, and curriculum development skills are required
4. Expertise in Microsoft Office Suite (Outlook, Word, Excel, Internet Explorer)
5. Knowledge of SMARTT a plus
6. Ability to work as part of a team
7. Demonstrated ability to work independently
8. Best Plus and TABE E certified preferred

#### RESPONSIBILITIES

1. Teach language skills to limited English-speaking adults in accordance with program schedule
2. Create and develop curriculum including workplace-focused curriculum, placement tests, lesson plans, teaching materials, and individual learning plans (ILPs) to aid students in developing skills and confidence in using oral and written English
3. Integrate computer-aided instruction into lessons as appropriate
4. Compile and submit lesson plans integrating MA DESE curriculum frameworks
5. Monitor and assess students' progress on a regular basis; informing Director of Workforce Readiness and/or Program Coordinator and/or staff at South End Community

Health Center (SECHC) and/or Educational counselor and/or Transition to College  
Advisor of changes in participants' status

6. Maintain all necessary files and records
7. Assist with outreach, recruitment, assessment, and placement of students as needed
8. Administer and score placement tests as needed
9. Help to set students' goals and follows-up on goal attainment with program counselor
10. Provide guidance and support to volunteer tutors and student interns as needed
11. Pursue opportunities for professional growth
12. Prepare ESOL students for the next steps by integrating career and college readiness into curriculum
13. Perform other related duties as requested
14. Participate in meetings, in-service training, committees
15. Actively participate in interagency planning to assure the participants' needs are being effectively addressed

**PHYSICAL REQUIREMENTS** (with or without accommodation)

1. Must be able to finger, feel, talk, hear, and be capable of repetitive motion
2. Position requires exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly
3. Work requires close visual acuity
4. Position is not substantially exposed to adverse environmental conditions

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)  
In the subject line, please specify the position to which you are applying.  
No phone calls, please.**