

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

### **ESOL Level 2 Teacher – Part-time**

#### **GENERAL DESCRIPTION**

Reporting to the Director of Workforce Readiness, the ESOL level 2 Teacher provides English language instruction in our Workforce Readiness Department. The Teacher is responsible for creating lesson plans, assessing students’ progress, developing Individual Learning Plans, and collecting and reporting of required data.

This is a part-time, 23 hours (including prep-time) per week, position September-June, 2016. Classes meet Tuesday- Friday from 9:15a.m.-1:15 p.m. **Meeting and professional development hours are included in the total hours.**

#### **QUALIFICATIONS**

1. Bachelor’s Degree required. Masters degree in TESOL, Education or other relevant field strongly preferred
2. A minimum of three years teaching, preferably in a Department of Education funded adult basic education program
3. High level of cultural awareness and commitment to working with students to overcome barriers to success
4. Excellent organizational, interpersonal, oral and written communication skills
5. Demonstrated skills in curriculum development and implementation
6. Strong time management skills and ability to work under pressure
7. Experienced in completing data reporting and administrative tasks accurately
8. Proven ability to work both independently and as part of a diverse team
9. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Internet Explorer)
10. Knowledge of SMARTT database preferred
11. Ability and willingness to learn required
12. Understanding the WIOA requirements
13. Best Plus and TABE E certified preferred

#### **RESPONSIBILITIES**

Teaching ESOL Level 2

1. Teach language skills to limited English-speaking adults.

2. Develop and implement the ESOL college and career readiness 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, CCRSAE and WIOA requirements into the curriculum frameworks
5. Help to set students' college and career readiness goals
6. Monitor and assess students' academic, college and career readiness progress on a regular basis, informing Director of Workforce Readiness and/or Educational Advisor and College and Career Readiness Advisor/Job Placement Specialist of changes in participants' status

#### Student Support, Administrative and Team Responsibilities

1. Work closely with Career Advisor/Job Placement Specialist to assist students in obtaining employment and/or enrollment in secondary education/training programs
2. Assist with outreach, recruitment, assessment, and placement of students as needed
3. Administer and score placement tests as needed
4. Provide guidance and support to volunteer tutors and student interns as needed
5. Pursue professional development opportunities for professional growth
6. Participate in team meetings, trainings and other meetings as requested
7. Actively participate in assessing, planning and improving program to meet participants' needs
8. Collect data and maintain required files, records and databases
9. Complete other duties as assigned

#### 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.**