



Title: ESOL Instructor
Department: Education
Classification: Non-Exempt
Status: Temporary; Part-Time
Reports to: Director of Education and Career Pathways
Hours Per Week: 10
Compensation: \$30/hr.

WHO WE ARE: Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore. Our mission is to inspire families and adults to achieve employment and financial stability through stable housing, education, job training, and career readiness.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Ability to teach and relate to students of diverse abilities in multi-level classes
- Knowledge of alternative educational methods when working with adult learners from culturally, linguistically, racially, and socio-economically diverse backgrounds.
- Strong classroom management skills leading to a conducive learning environment
- Skilled in Windows and Microsoft Office Suite, video-conferencing technology, and a variety of internet and cloud-based platforms (Google Suite, Google Classroom etc.)
- Ability to work effectively and collaboratively in a team
- Bachelor's degree in education or related field
- Proficiency in English. (Bilingual candidates encouraged to apply.)

SKILLS, ABILITIES AND COMPETENCIES:

- Strong organizational skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs
- A growth mindset and desire to continuously refine and improve practices and approaches
- Excellent verbal communication skills with an ability to motivate and connect with others and present information in a clear manner.
- Highly collaborative and communicative, yet able to take initiative and be self-directed.
- Deep commitment to justice, diversity, equity and inclusion

ROLES & RESPONSIBILITIES:

The ESOL Instructor provides well-structured differentiated lessons to a diverse group of learners. Through authentic assessments the ESOL instructor regularly progress monitors students and provides tiered instruction focusing on listening, speaking, reading, writing, and grammar.

The ESOL instructor communicates reported barriers (housing, transportation, financial, health) to the ESOL Coordinator and ESOL Outreach Liaison. In collaboration with the Program Director, and department staff, the instructor help support the expansion of Wellspring's ESOL programming.

- Provide classroom instruction that reflects a cohesive approach to listening, speaking, reading, writing, and grammar
- Develop and implement lessons meeting the needs of different learning styles through a variety of modalities.
- Maintain attendance records and reports, as required
- Contribute to the overall retention of students in assigned class
- Prepare lesson plans and classroom materials utilizing program resources
- Assist in the assessment and placement of students in appropriate levels.
- Evaluate and document student progress, make placement recommendations and changes
- Participate in the goal setting with students assigned in class
- Refer student and classroom issues/needs to the Coordinator of ESOL
- Attend regularly scheduled program meetings and periodic professional training sessions
- Perform all other duties as assigned by the Director of Career Pathways

Job responsibilities may change as the needs of the organization change.

HOW TO APPLY:

Please email your cover letter and resume to: jobs@wellspringhouse.org. No phone calls please.