

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176

ESL Instructor – Part-time, School Year, 10 Hours
Southbridge Head Start Site

The ESL Instructor is responsible for teaching academic subjects and providing basic and remedial education to persons enrolled as parents of WCAC's Head Start program, as well as, persons from the community. Academic instruction may include, but is not limited to; HiSET preparation, tutoring, English as a second language and literacy. Requirements include:

- Bachelor's degree in Education preferred.
- Demonstrated knowledge of the subject matter to be taught.
- Ability to work cooperatively with staff and diverse populations.
- Ability to communicate in English, Spanish or Vietnamese. Good verbal and written skills required.
- Experience teaching academics to economically disadvantaged youth and adults helpful.
- Ability to maintain confidential information.
- Good computer skills and knowledge of Microsoft Office.
- Massachusetts Provisional Teaching Certificate preferred.
- Ability to successfully complete a CORI/SORI/DCF review annually.

Duties and Responsibilities:

- Participate in recruitment and selection process as well as the intake assessment.
- Prepare course outlines and lesson plans considering the student population variation such as class size, readiness for material, and ability. Select teaching technique and method of presentation that will be most effective for each class.
- Present course material and conduct workshops and class discussions, using audio-visual materials and field trips to enhance student learning.
- Review student's work on an ongoing basis to insure that each student understands the material to the best of their ability.
- Prepare examinations to measure each student's academic progress.
- Review and revise class presentations and materials on a continuous basis to maximize student learning.
- Help transition students into employment training programs education training programs or subsidized employment when appropriate.
- Evaluate students in accordance with established standards and criteria for the class.
- Prepare all required reports for the program's funding source.
- Coordinate testing for students and assists with transportation to testing sites.
- Document student attendance daily.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. Or via email, hr@wcac.net. AA/EOE.

Resumes must be received by January 13, 2017.