



Job Title: Part Time- English for Speakers of Other Language (ESOL) Teachers – 3 Positions  
Department: Revere Community School, Talent and Culture  
Location: East Wing, Revere High School, 101 School Street, Revere, MA  
Hours: Variable up to 8-16 hours per week- Monday-Thursday- Afternoon and Evenings  
Salary: \$26.59 per hour starting August 2024- June 2025. This is a non-union position.

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower adult learners and encourage workforce development.

The English for Speakers of Other Languages Instructor provides English instruction to beginner adult learners in the evening. She/he is responsible for developing lesson plans and providing instruction for 15-20 learners of different needs and cultures. The instructor must be able to successfully tailor curriculum and materials to the specific needs of our learners. This is a part-time position with a regular 2 or 4-day/week schedule on Monday through Thursday (Group A) Monday & Wednesday and (Group B) Tuesday and Thursday from 5:30 – 8:00 p.m. for a total of 5 hours of instruction plus 1.5 hour prep time for each class. Classes are for 10 weeks per session.

The Revere Community School (RCS) goal is to continue to increase enrollment rates and retain students. The Community School primarily focuses on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy, and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people. Many of the learners are low-income, newcomer immigrants with language barriers and no job or working in low-paying jobs. Some are high school dropouts who are looking to attend college, gain employment, and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional lives and access links to vital resources. We want to empower them to engage in their community, enrich their lives and well-being, and broaden their social networks

#### ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position

- Assist in the intake assessment and placement of students into appropriate levels
- Plan and prepare ESOL lessons and instructional practices appropriate to the assigned class level and to meet the needs of students
- Integrate reading, writing, speaking, and listening skills in all lesson plans

- Provide daily English language instruction to groups of 20 students of diverse ethnic, literacy, and educational background
- Use our curriculum and pacing guide to teach.
- Maintain accurate student attendance records, monitor and report student progress at the end of each session
- Incorporate appropriate technology into curriculum and instructional methods
- Assist with program recruitment and overall retention of students
- Develop new teaching materials and or update instructional materials and lessons
- Work with the Director and Program Coordinator in deciding how to move students between levels.
- Maintain case notes on student needs, and interests, and refer them to the Revere Community School (RCS) Director
- Collect and submit student feedback.
- Work with the RCS Director to compile data and produce narrative reports as requested by the central office
- Participate in coordination meetings, staff development, and professional training
- Actively participate in promotion events and social and cultural activities for the program
- Utilize appropriate class materials and create a safe and welcoming learning environment for adult learners/ students
- Become familiar with community resources, and incorporate them into instruction to provide students with knowledge of their community, higher education, and career options
- Engage in professional development to ensure that knowledge and skills stay current.
- Perform other duties as assigned by the RCS Director and Program Coordinator.

#### QUALIFICATIONS:

Bachelor's or Master's degree in education or related field required and or certificate in teaching English as a second language; a minimum of (2) years ESOL teaching experience, preferably with immigrant population. Prior experience working with low-income immigrants and refugees or having an understanding of, sensitivity to, and respect for diverse socio-economic, ethnic, religious, and cultural backgrounds. Must have proficiency in Google and or Microsoft applications and the ability to integrate technology into instruction. Have excellent oral and written communication skills. Experience in curriculum development is highly preferred. Successful candidates should be flexible, creative, self-driven, comfortable working in a multicultural environment, and have the ability to work in a team. Bilingual (Spanish, Arabic, Haitian Creole, and or Portuguese) is highly preferred.

#### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, under applicable law.

How to Apply:

Qualified candidates, please send your resume and cover letter to Community School Director, [fdrammeh@revere.org](mailto:fdrammeh@revere.org) or via the City's Application Portal:

Deadline to apply: August 15, 2024