



ESOL III-Workplace Education Program Mujeres Unidas Avanzando

Overview: This position is for 18 hours a week, Monday-Friday, at \$28 /hr. starting beginning of April until August 31, 2021. Classes will be remote initially but are subject to become in person when the COVID-19 situation improves.

The breakdown of the position is as follows: direct teaching 6 hours a week and the remaining 12 hours for hours for preparation, orientation, intake, assessment, reporting, and grant planning meetings. This position includes sick and personal days. Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. Does not include health benefits. There is no paid time off during the probation period.

This is year 1 of a three-year grant opportunity. Year 1 is to launch the classes, so although preparation is 2:1 for the first year, it is subject to fewer preparation hours when classes shift to hybrid and in person.

General Duties:

- Teach and prepare for weekly English for Speakers of Other Languages course for a Home Health Aide program in Mattapan that meets needs and schedule of working students.
- Develop and update a curriculum, write lesson plans, assess students, and provide contextualized instruction Specific level is ESOL III depending on students enrolled (Student Performance Level 5-6). Instructor will use MUA's lesson plan template and write a student-centered lesson plan for each class (or unit). Keep them on shared public drive-to be completed on a weekly basis
- Assign and correct homework
- Submit necessary student attendance, goals, outcomes, and any other required information to data intake coordinator in compliance with all deadlines
- Other duties as required and assigned by supervisors.

Requirements:

- Bachelor or Master's degree
- Two years teaching experience, preferably in workplace education programs, Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), high school or bilingual programs
- Ability to work independently with **minimum** supervision and direction, especially during these times of the pandemic
- Competent in using Google Drive, Google Meet, Google Classroom, and Zoom, and similar online platforms



- Strong Microsoft Office and internet skills
- Ability to work as part of a team environment
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to the advancement of low-income Latina girls and women and other immigrant populations

Preferred:

- Experience with online teaching HIGHLY preferred
- Bilingual/Bicultural (English-Spanish, English-Haitian Creole/French)

How to Apply:

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. This position is open until filled. By March 19th please e-mail current résumé and thoughtful cover letter to:

Ms. Johannah Malone
Co-Director
Mujeres Unidas Avanzando
Dorchester, MA 02122
e-mail: johannahmalone@gmail.com

Final candidates will need to submit a lesson plan for consideration.

Schedule will be a combination of remote and in-person, keeping in mind staff and student safety at all times. Students and staff will have PPE during instructional hours.