

Job Title:	ESOL Instructor (Adults)
Supervisor:	Family Services Director
Hours:	6 hours/week for two 10-week courses held in fall and spring
Salary:	\$30.00
FLSA:	Non-Exempt
Status:	Part-Time

## OVERVIEW

The Community Action Agency of Somerville, known as CAAS, is changing lives for our community members who are furthest from opportunity. For over 40 years, we have been helping local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. Our largest offering, Head Start, is a free preschool program that promotes school readiness. We offer comprehensive developmental preschool and wraparound services to ~275 low-income, culturally diverse children and their families each year in Somerville and Cambridge. Our six centers are fully open for in-person learning. Our Head Start program is integrated with our Housing Advocacy, Tenant Organizing, and Income Maximization programs to provide a full suite of anti-poverty services. We are proud to be a source of stability and support for our community.

## WHAT MAKES US UNIQUE

We have a highly dedicated, seasoned team and an organizational structure that allows us to support our clients holistically. The Head Start Leadership team is highly collaborative and includes leaders with expertise in family engagement, health and nutrition, disabilities, and teaching and learning. We have a generous budget for professional development and a mindset of saying “yes” to whatever will help us better serve low-income children and families of Somerville and Cambridge. The person who joins our team will interact with a supportive director, peer leaders, and a committed group of coordinators and educators with a shared mission.

## ABOUT THE ESOL INSTRUCTOR ROLE

The Head Start ESOL Instructor provides English-language acquisition to a group of ESOL adults from a variety of linguistic and cultural backgrounds

Responsibilities include:

- Plan and implement a research-based, culturally competent ESOL course (beginner and/or advanced-beginner level) for a group of adult caregivers whose children are enrolled in CAAS Head Start.
- Use culturally competent techniques that promote English language acquisition over the course of a semester.
- Communicate regularly with appropriate Head Start staff as needed.
- 6 hours/week, twice a week for 2 hours + 1 hour prep per class

## **THE IDEAL CANDIDATE**

The ideal candidate has direct experience in an early childhood setting, excellent supervisory skills, and a deep passion and commitment to ensuring a high-quality educational experience for CAAS Head Start children and families.

### *Professional Background and Skills:*

- Prior experience teaching ESOL to adults
- Computer proficiency; the ability to use the agency's payroll system to submit biweekly timesheets; the ability to communicate via email; and the ability to prepare and/or use visual digital materials to facilitate learning (technology equipment will be provided).
- Strong written, oral, communication, and organizational skills
- Sensitivity to the needs of low-income and a culturally, linguistically and racially diverse population; prepared to work with children experiencing trauma and willingness to develop the knowledge, skill, and ability to successfully work with such populations.
- **A collaborative spirit** and desire to share ideas and problem-solve as part of a Leadership Team

## **LOCATION AND TRAVEL:**

The ESOL Instructor will conduct classes at our administrative building, located at 66-70 Union Square, Somerville. The candidate must have their own method of transportation. Parking is not provided but meters and resident parking is available.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to manipulate technology, and talk or hear.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**COMPENSATION & SCHEDULE:** \$21.83/hour, 6 hours/week, for a 10-week course, held twice per year in the fall and spring. These hours include 4 hours of teaching time per week (2 hours per class, twice per week) and 2 hours of preparation time per week. The exact days and times of the courses are to be determined by the instructor in collaboration with the Family Engagement Coordinator who will evaluate participant need and availability.

## **TO APPLY:**

The review of applications will begin immediately and continue until the position is filled. For best consideration, please submit a cover letter and resume to [jleonard@caasomerville.org](mailto:jleonard@caasomerville.org)

## **NON-DISCRIMINATION STATEMENT:**

No person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against by this program, including in employment, because of race, religion, sex, national origin, immigration status, cultural heritage, age, disability, sexual orientation, or marital status.

12/30/2023

   @caasomerville  
www.caasomerville.org  
info@caasomerville.org



Tel. 617-623-7370  
66-70 Union Square, Suite 104  
Somerville, MA 02143