
Job Title	ESOL Instructor
PVN ID	NY-2208-005015
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education
Status	Part Time
Hourly Rate	\$50.00-\$55.00
Hour(s) a Week	6.00-10.00
Closing Date	Aug 20, 2023 (Or Until Filled)

General Description

The Adult Learning Center has an immediate opening for an experienced and dynamic ESOL instructor to teach a contextualized (health sector) upper-level class. The class meets during the daytime twice a week at the Brooklyn Opportunity Center near City Tech. ESOL instruction will support students co-enrolled in a Medical Assistant training program with the goal of pursuing a career in health care. The instructor attends meetings, creates lesson plans and develops curricula.

Other Duties

- Design and develop lesson plans for Medical Assistant trainees based on input from Medical Assistant professors, current research, and best practices
- Deliver engaging, practical, contextualized classes that include a variety of experiential instructional techniques to strengthen the skills necessary for successful completion of the Medical Assistant program
- Create a student-centered learning environment to maximize student participation and promote self-sufficiency
- Provide support during outreach, information sessions, and the application process
- Maintain attendance records and communicate with administrative staff and program counselor regarding student absences and other issues
- Track student progress to ensure that participants progress satisfactorily - adjust activities and assignments as needed
- Work with the Educational Case Manager to assist students in setting and managing goals
- Collaborate with City Tech and BEOC personnel to meet program goals and objectives

Qualifications

- BA in education or related field; MA preferred
- Experience developing and teaching contextualized ESOL to adults. Must be well-versed in student-centered learning and approaches
- Knowledge or experience related to the health field desirable
- Excellent interpersonal skills and the ability to work as part of a team is required
- Must have solid writing ability and be well organized
- Comfortable with technology and resources in a classroom and online setting
- Best Plus certified or willingness to become certified