



METRO NORTH WORKFORCE BOARD

186 Alewife Brook Parkway, #216
Cambridge, MA 02138
617.864.1500

Full Time Job Posting

Job Title: ESOL/ABE Instructor & Case Manager

The MassHire Metro North Workforce Board (MNWB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The MNWB is located in Cambridge, MA. To learn more, visit www.MassHireMetroNorth.org.

POSITION SUMMARY:

The ESOL/ABE Instructor & Case Manager delivers workplace education co-taught with a technical instructor, on-site at local businesses to their employees. This co-taught method utilizes an iBEST-like model. The instructors will work with the employer to adapt a curriculum that will better serve employee participants that have English language and/or Adult Basic Education needs. The position will require curriculum development, instruction, monitoring employee participation and comprehension, clarifying information from the technical instructor when needed, and assisting participants navigate possible barriers to completion. Flexible schedule required.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Work with technical instructor to develop training curriculum and detailed course syllabus, creating lesson plans according to student needs, employer input, and supervisor feedback
- Work with technical instructor and employer to arrange training schedule and select participants
- Execute training on-site at the employers' location, providing support in the classroom
- Maintain student records and keep student attendance records for each day of class, maintaining regular contact with supervisor regarding any classroom issues
- Develop assessment tools and monitor progress of participants by providing case management services which could include coaching
- Meet weekly with technical instructor to discuss participant progress, providing feedback on program modifications if needed
- Plan and participate in participant graduation ceremonies
- Provided pre and post evaluation for training participants to have benchmark measurements for reporting and tracking outcomes

DESIRED QUALIFICATIONS:

Education/Experience: Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Prior teaching experience required, specializing in Adult Basic Education (ABE) or English for Speakers of Other Languages (ESOL) instruction. The ideal candidate should have a bachelor's degree in education or human services or equivalent and have prior case management experience. Prior experience teaching in workplace education programs a plus. Preference will be given to candidates who are bilingual English/Spanish.



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Skills/Qualities: Creative, forward-thinking, problem-solver with relationship-building skills as well as technical skills. Excellent communication skills, both written and oral required. Strong interpersonal skills and ability to take initiative required. Ability to work closely with a technical instructor and various employer partners.

Salary and benefits: This is a full-time, salaried, and benefited position. Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org. No telephone calls please. Open until filled.

MassHire Metro North Workforce Board is an Equal Opportunity Employer.