

**Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176**

ESL Instructor, part time, school year, 10 hours per week

Duties and responsibilities:

English-as-a-Second Language Instructor for adults. Prepare course outlines and lesson plans using effective teaching techniques and presentation methods. Participate in intake assessment, selection and outreach. Register new students and collect required documentation from candidates. Track attendance; prepare quarterly report for funding sources. Assist with the marketing of the Program.

Minimum of a Bachelor's Degree in Education or equivalent experience is required.

Applicants of diverse backgrounds and/or with Bi-lingual skills are strongly encouraged to apply.

Send cover letter and resume specifying position to Human Resource Department, Worcester Community Action Council, Inc. 484, Main Street, Worcester, MA 01608 or hr@wcac.net. AA/EOE.