



ESOL Instructor (Adult), Gloucester MA

Department: Education

Classification: Non-Exempt

Status: Temporary; Part-Time

Reports to: Director of Education and Career Pathways
Hours Per Week: 7 (Tuesday and Thursday evenings)

Compensation: \$32 per hour

WHO WE ARE:

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training, and career readiness.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Ability to teach and relate to students of diverse abilities in multi-level classes
- Skilled in adapting instruction for adults from diverse cultural and linguistic backgrounds
- Skilled in Windows, Microsoft Office Suite, Google Suite and Zoom
- Bachelor's degree in education or related field
- Proficiency in English (multilingual candidates encouraged to apply)
- Strong organizational skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs
- Strong classroom management skills leading to a conducive learning environment
- A growth mindset and desire to continuously refine and improve practices and approaches

- Excellent verbal communication skills with an ability to motivate and connect with others and present information in a clear manner
- Ability to work effectively and collaboratively in a team

- Highly collaborative and communicative, yet able to take initiative and be self-directed.
- Deep commitment to justice, diversity, equity and inclusion

Essential Duties and Responsibilities

The ESOL Instructor delivers well-structured, differentiated instruction to a diverse group of adult English language learners. The instructor supports student growth in listening, speaking, reading, writing, and grammar, while monitoring progress and adapting instruction to meet individual needs. This role involves collaboration with the education team to connect students with internal and external support services.

- Provide classroom instruction that reflects a cohesive approach to listening, speaking, reading, writing, and grammar.
- Develop and implement lessons meeting the needs of different learning styles through a variety of modalities.
- Maintain attendance records and reports as required.
- Contribute to the overall retention of students in assigned classes.
- Prepare lesson plans and classroom materials utilizing program resources
- Assist in the assessment and placement of students in appropriate levels.
- Evaluate and document student progress. Make placement recommendations and changes.
- Participate in the goal setting with students assigned in class.
- Refer student and classroom issues/needs to the Coordinator of ESOL.
- Attend regularly scheduled program meetings and periodic professional training sessions.
- Perform other duties as assigned by the Director of Career Pathways.

Job responsibilities may change as the needs of the organization change.

COMPENSATION

The compensation offered for this position is \$32 per hour. This position is non-benefits eligible .

WORK ENVIRONMENT, LOCATION, AND SCHEDULE

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

This role routinely uses standard office equipment such as computers, photocopiers, phone, and scanners.

This position reports to our office located in Gloucester, MA. The property is accessible by public transportation (MBTA, Commuter Rail, local van and bus service). Parking is available on site.

APPLICATION PROCESS

Wellspring is currently accepting applications. When the position is filled, this job posting will be removed. Please respond directly to the job posting on Indeed. You may also send your resume and cover letter via email to: jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will review all submissions, identify candidates, and contact ONLY those individuals selected to continue in the search process. No phone calls please. Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.

Date Revised: 7/24/25