

<b>Job Title</b>	Instructor - VESL
<b>PVN ID</b>	BM-2508-006957
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Center for Continuing Education/CUNY in
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$42.00-\$42.00
<b>Hour(s) a Week</b>	12.00-19.50
<b>Closing Date</b>	Oct 06, 2025 (Or Until Filled)

## General Description

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The Borough of Manhattan Community College (BMCC) is seeking experienced instructors for a Vocational ESOL (VESL) grant program for incumbent restaurant workers. Reporting to the Director of Language Immersion Program at BMCC Continuing Education, the VESL Instructor will be part of a dynamic team that will implement a new NYC Small Business Services (SBS) VESL program onsite at the restaurant partners and remotely. ACE is seeking an adult education professional with a strong commitment to adult education, workforce, and the advancement of immigrants for this three-year VESL program.

## Other Duties

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- The part-time instructor will be responsible for teaching weekly English language courses ranging from beginner to advanced level, in-person and online, to incumbent workers of restaurant partners; and providing feedback to the FT Curriculum Developer regarding the customized curriculum that is adaptable, modular, inclusive, and have standards-based lessons, while also incorporating real-life readings, restaurant materials (e.g. menu), multimedia, and other supplementary materials.
- The instructor must have a strong interest in creating and cultivating an outcome-focused learning environment for restaurant immigrant workers.
- Instruct between 6 and 12 hours per week on site at various locations across the city, adjusted depending on the restaurant workers' schedules. Instruct an additional 3 to 6 hours per week remotely through Zoom or other online learning platforms, synchronous or asynchronous, depending on the curriculum and restaurant partner needs.
- Collaborate with the VESL Curriculum Developer to effectively and continuously improve and customize lesson plans in selected restaurants while providing the highest quality language instruction to multi-level incumbent workers.
- Work with CCNY Program Manager and BMCC Curriculum Developer to ensure accurate reporting for the program, including attendance reports and assessments.

- Other duties as assigned.

## Qualifications

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- Minimum qualification of a bachelor's degree. A master's degree in TESOL is preferred. At least 3 years of relevant teaching experience.
- The instructor must have a solid knowledge of current ESOL pedagogy and be able to create an energetic and interactive classroom environment that offers multiple opportunities for active learning, whether online, in-person, or hybrid.
- Best Plus Test trained preferred. Will be trained on new Best Plus 3.0.
- Experience in the hospitality or restaurant industry or immigrant organization is a plus. If bachelor's degree holder, at least three (3) years of experience working with immigrant adults in an educational setting or in community services.
- Knowledge of immigrant workforce communities, adult education operations from recruitment and intake to outcomes management and reporting.
- Must be able to adapt to different classroom situations for in-person instruction and online instruction.
- Ability to maintain confidentiality and use appropriate discretion when dealing with private information.
- Must be open to constructive criticism of instructional work and feedback from different stakeholders that will inform effectiveness of instruction. Must be motivated and self-reflective, with excellent time management skills.
- Lifelong learner: willingness to learn new ideas and ability to work well independently, be highly organized and collaborative. Must be able to work effectively in a team and follow through on processes.
- Excellent written and verbal communication skills, high interpersonal skills with demonstrated ability to build and sustain relationships.
- Must be able to travel to BMCC, CCNY, and to partner restaurants in different boroughs where classes are held.
- Must be able to work in-person and have flexibility to work some evenings, weekends, if necessary as the schedule for classes may change with new restaurant partners.