



Job Title	ESOL Instructor
PVN ID	NY-2409-006446
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	8.00
Closing Date	Nov 10, 2024 (Or Until Filled)

General Description

The Adult Learning Center (ALC) at New York City College of Technology has an opening for an experienced and dynamic ESOL instructor to teach a contextualized (health sector) upper-level class. The class meets twice a week during the day at our partner organization, the Brooklyn Educational Opportunity Center, in downtown Brooklyn. ESOL instruction will support students co-enrolled in a Medical Billing and Coding training program with the goal of pursuing a career in the healthcare field.

Other Duties

- Design and develop lesson plans for Medical Billing & Coding 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 Billing and Coding training program
- Create a student-centered learning environment to maximize student participation and promote self-sufficiency
- 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
- Other duties as assigned

Qualifications

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- 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