**Thomas Shortman Training, Scholarship and Safety Fund**

**New England**

**Part-time Citizenship/ESOL and Computer teachers needed**

The Thomas Shortman Scholarship and Safety Fund is hiring part-time teachers for Saturday classes taught in **Boston, Mass**. We are the training fund for SEIU 32BJ, the Union that represents janitors, security officers, and maintenance workers in Massachusetts, New Hampshire and Rhode Island.

**Qualifications**:

* Experience as a **Citizenship**, **ESOL**, **Computer**, basic education or literacy teacher in an adult education setting
* Be computer literate
* Ability to work collaboratively and independently
* Best Plus certification is highly desired
* Spanish or Portuguese highly desired

**Job Responsibilities**:

* Teach ESOL, Citizenship test preparation classes (**English and Spanish**) or Basic Computer classes
* Maintain and submit records of attendance, lesson plans and handouts that reflect curriculum guidelines
* Maintain ongoing communication with supervisor
* Perform other duties as assigned within available time

**Education Required**:

* College Degree or equivalent
* At least one year of relevant work or volunteer experience required

## Schedule:

## ESOL classes 9:00 am – 12:30 pm and 1:30 pm– 5:00 pm in Boston

## Computer classes 9:00 am – 12:00 pm and 1:30 pm – 4:30 pm in Boston

## Citizenship classes 9:00 am 11:30 pm, 12:00 pm – 2:00 pm and 2:30 pm to 5 pm in Boston

## Salary:

## $45.00 per contact hour + 30 minutes prep for each 1-3 hour class/45 minutes prep for classes longer than 3 hours

## How to Apply:

Please email resume and cover letter to: azambrano@32bjfunds.com

Thomas Shortman Training Scholarship and Safety Fund 26 West Street Boston, MA 02111