

International Institute of Minnesota (IIM)
Language Services Department
Arabic Instructor Job Description

Position: Arabic Instructor – evening classes
Type: Part-time Contractual
Supervisor: Coordinator, Language Services

Description:

Teach adults beginner Arabic language and provide administrative support to the program including program development, lesson planning and implementation, and curriculum design to fit the needs of students attending the program. This is a new language class at the International Institute and will therefore need curriculum development and support.

Evening Arabic classes meet January 9 – March 13, 2018 on Tuesday or Wednesday evenings from 6:30-8:30 pm. Teachers are paid a contracted sum for classroom contact time that does not include prep time. Sessions offer 20 hours of classroom contact per session. Evening classes are offered 4 times per year.

Qualifications:

- Has a B.A. or M.A. in either Adult Education, Education or Linguistics and/or a history of related teaching experience.
- Has patience and values multicultural perspectives and experiences.
- Is enthusiastic, flexible, professional, responsible and able to work autonomously.
- Promotes an interactive classroom with a heavy emphasis on student participation.
- Has experience working with a multi-level classroom especially with Intermediate through Advanced level adults.
- Is familiar with evaluating test scores, student interviews and able to accurately place students within IIM programs
- Has good communication skills both verbal and written.
- Is able to motivate and make learning accessible as well as stimulating.
- Is comfortable working independently.

Duties:

1. To prepare syllabi and deliver instruction from selected texts and supplemental materials; use innovative activities and create lessons based on student needs and priorities
2. To address all language skills in the classroom – speaking, listening, reading, and writing – with an emphasis placed on conversational skills.
3. To administer tests, calculate results, maintain attendance and score levels
4. Contribute to report writing, record progress notes on students and program
5. To attend staff meetings when notified by the Language Services Director (maximum of 2 hours per session)
6. To interact cooperatively with other teachers and staff as needed

To apply

Email cover letter and resume to:

Stacy Dietrich, Languages Program Coordinator

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International Institute of MN

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