

Title: Citizenship Class Instructor

Supervisor: Corleen Smith, Director of Immigration Services

Hours: Part-Time, Exempt, Contractual (Saturday Mornings)

Position Description

Teach adults U.S. history and government as well as English as a Second Language in order to for them to obtain U.S citizenship. Citizenship classes meet Saturday mornings from 9:30 a.m. – 12:30 p.m. for 8 weeks, 4 sessions a year. All instructor positions are independent contractors and offer part-time opportunities for a duration of the session. Positions are renewable based on performance and student enrollment.

Primary Duties and Responsibilities

- Prepare students of various educational, economic and cultural backgrounds for their U.S. citizenship interview and test
- Prepare syllabi and deliver instruction that includes:
 - Basic U.S. history and government
 - English reading, speaking and dictation
 - Oral interviewing skills
- Coordinate volunteer and tutor needs with supervisor
- Maintain attendance and contribute to report and grant writing
- Interact cooperatively with other IIM staff as needed

Qualifications

- B.A. in either English as a Second Language, Education, and/or history of related teaching
- Previous experience teaching adult learners in a multi-level classroom
- Familiar with the U.S. citizenship process and/or U.S. immigration procedures
- Patience and values multicultural perspectives and experiences

- Promotes an interactive classroom with a heavy emphasis on student participation
- Good communication skills both verbal and written
- Able to motivate and make learning accessible as well as stimulating
- Comfortable working independently

Note

Curriculum has been developed and is in place however teacher is encouraged to bring innovative curriculum and activities into the program. Teacher will choose their activities and develop coursework. Our ability to hire for open positions depends on the public's interest in our classes.

First Class begins Saturday, September 9, 2017.

To Apply

Please send resume and cover letter to Corleen Smith, Director of Immigration Services at csmith@iimn.org

Deadline to receive resume and cover letter: Friday, August 18, 2017.