

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

Position: Spanish Instructor – evening classes
Type: Part-time Contractual
Supervisor: Coordinator, Languages Program

Description:

Teach adults Spanish 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 reoccurring language class at the International Institute and will therefore need little curriculum development and support.

Evening Spanish 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 Adult Education, Education, Spanish Language, 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 Languages Program Coordinator (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

sdietrich@iimn.org

International Institute of MN

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