



Position: English & Life Skills Instructor – English for Work (EFW)

Department: Education

Reports To: Program Coordinator

FTE: 1.0

Type: Exempt

Description: Teach and develop curriculum for the English and Life Skills classes. Classes are geared towards new Americans in accordance with CCRS standards and Refugee Resettlement Programs Office (RPO) Family Wellbeing Inventory topics. In addition to teaching and curriculum development, the Instructor will provide administrative support to the program including program development, communication with partner agencies, and database tracking of student information.

Duties:

- Teach English and Life Skills classes to new Americans who qualify for programming
 - Address all language skills in the classroom – speaking, listening, reading, and writing – with an emphasis placed on life skills
 - Adapt materials and teaching style to match a multi-level classroom
 - Deliver instruction from selected texts and supplemental materials
 - Develop and combine new materials to meet student needs as necessary
 - Work cooperatively with volunteers to ensure a productive classroom experience for all
- Develop multi-level curriculum adhering to CCRS standards following the RPO Family Wellness Inventory
- Coordinate with EFW Program Coordinator to ensure program adherence to RPO requirements
- Coordinate with other EFW Instructors to ensure program consistency and student success
- Participate in staff meetings and professional development opportunities
- Communicate with partner agencies for volunteer and student information
- Contribute to report writing, record progress notes on students and program
- Record student attendance, progress, and demographic information in databases
- Participate in the Festival of Nations

Qualifications:

- Strongly preferred: Has M.A. in either English as a second language, Education, or Linguistics and a history of related teaching experience
- Patient and values multicultural perspectives and experiences
- Enthusiastic, flexible, professional, responsible and able to work autonomously
- Promotes an interactive classroom with a heavy emphasis on student participation
- Experience working with ESL students at multiple levels
- Familiar with Adult Basic Education and CCRS standards
- Good communication skills, both verbal and written
- Able to motivate and make learning accessible as well as stimulating
- Able to work at multiple sites in the Twin Cities

To apply: Submit cover letter and resume to Stacy Dietrich Varney via email: sdietrich@iimn.org. *No phone calls or walk-ins please.* Position is open until filled.