



Position: Temporary English Language Instructor – English for Work – Intermediate Level

Department: Education

Reports To: Program Coordinator

FTE: .53 FTE (20 hours/week), Contract position

Contract Length: 12 weeks (January – March 2020)

Description: Teach English as a Second Language (ESL) to adults at low-intermediate to high-intermediate levels. Class meets Monday-Thursday 9:00 a.m. to 1:00 p.m. with one hour of paid preparation time per day. This is a temporary, 12 week contract position.

Please see our website, www.iimn.org, for course descriptions and more information.

Duties:

- Teach low- to high-intermediate level ESL level students (NRS EFL 3 - 5), 9:00-1:00 p.m. Monday-Thursday:
 - Address all language skills in the classroom – speaking, listening, reading, and writing – with an emphasis placed on literacy and life skills
 - Deliver instruction from selected texts and supplemental materials
 - Use innovative activities and create lessons based on student needs and priorities
- Adhere to ACES and CCRS standards
- Administer CASAS and TABE tests on a 6 week cycle for multi-level class, calculate results, and score levels, and complete student attendance in state database
- Coordinate with other EFW Instructors to ensure program consistency and student success
- Participate in staff meetings and professional development opportunities

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
- Comfortable teaching basic computer skills
- Promote an interactive classroom with a heavy emphasis on student participation
- Experienced working with intermediate ESL students
- Familiar with CASAS and TABE testing, scoring, and data entry (SID)
- 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
- Comfortable working independently

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.