



**Position: Temporary Technology Classes Instructor & Distance Learning Coordinator**

**Department: Administration**

**Reports To: Stacy Dietrich Varney**

**FTE: 1.0 FTE (37.5 Hours/Week)**

**Benefits: \$23.50/Hour, Contract Position, No Additional Benefits**

**Contract Length: 18 Weeks (September 1 – December 31, 2020)**

**Description:** Design, teach, and collaborate to develop technology orientation classes for Career and College Readiness classes, design and teach a basic computer skills class, and develop and implement a comprehensive Distance Learning plan at the International Institute of Minnesota.

Please see our website, [www.iimn.org](http://www.iimn.org), for course descriptions and more information.

**Duties:**

- Teach orientation bridge classes over Zoom to incoming career and college readiness students.
  - Work with teachers to develop appropriate lessons relating to the use of:
    - Zoom
    - Schoology
    - NorthStar Digital Literacy
    - Vocabulary.com
    - And more as determined by class Instructors
  - Deliver one week of instruction from designed lessons to each incoming cohort of Nursing Assistant, Dietary Aide, Job Club, Supervisor Training, and College Readiness students
- Use innovative activities and create lessons based on student needs and priorities
- Design and implement, with Instructor input, a cohesive Institute-wide Distance Learning plan
- Design curriculum for a lower-level synchronous Zoom class to teach basic computer literacy skills
- Coordinate with other 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 over Zoom
- Familiar with Minnesota approved Distance Learning platforms: Read Theory, NorthStar Digital Literacy, etc.
- Experienced working with varying levels of EL students
- Excellent communication skills, both verbal and written
- Able to motivate and make learning accessible as well as stimulating
- Comfortable working independently and in a team

**To apply: Submit cover letter and resume to Stacy via email: [SDietrich@iimn.org](mailto:SDietrich@iimn.org)**

**No phone calls or walk-ins please.** Position is open until filled.