



INTERNATIONAL INSTITUTE
of Minnesota

Position: English Language Instructor – Grammar C & Supplemental Classes

Department: English for Work

Reports To: Languages Program Manager, Stacy Dietrich Varney

FTE: 1.0

Salary: \$35,000 - \$45,000

Type: Exempt

Description: Teach English Language (EL) class to adults at low-intermediate to high-intermediate levels and provide administrative support including program development, lesson planning, curriculum design, student intake processing, and volunteer management. Position includes 40% English class instruction, 20% curriculum design and classroom preparation, 15% volunteer management, and 25% new student intake and registration.

*Position is currently remote due to COVID-19 restrictions and construction on the International Institute of Minnesota building.

Duties:

- Teach low- to high-intermediate level EL level students (NRS EFL 3 - 5):
 - 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 (all classes are currently delivered online using Zoom due to COVID-19 restriction)
 - Develop low- to high-intermediate level curriculum adhering to ACES/TIF and CCRS standards
- Administer CASAS and TABE tests on a 6-week cycle for multi-level class, calculate results, and score levels (paused due to COVID-19 restrictions), and complete student attendance in SID (Minnesota state database)
- Participate in staff meetings, professional development opportunities, and coordinate with other IIM Instructors to ensure program consistency and student success
- Contribute to report and grant writing, record progress notes on students and program
- Design curriculum for supplementary classes as determined by student request and grant fulfillment. Including topics such as history, civics engagement, mental health, sexual health, driver's education, and voter engagement.
- Manage EFW volunteers; integrate volunteers into classroom with meaningful assignments, one-on-one tutoring, driver's education, etc.
- Refers appropriate students and clients to SNAP E&T staff to be thoroughly screened for program.
- Facilitate new student intake on a weekly basis
 - Monitor and respond to online registration forms submissions
 - Answer incoming inquiries from staff, organizations, and potential students
 - Organize intake hours (using Zoom due to COVID-19) to conduct information gathering and Read Theory testing
 - Determine incoming student class levels based on Read Theory assessments
 - Enroll students in classes based on testing levels
- Participation in the Festival of Nations

Qualifications:

- Strongly preferred: Has M.A. in either English as a second language, Education, or Linguistics and experience teaching adult English learners
- Patient and values multicultural perspectives and experiences
- Enthusiastic, flexible, professional, responsible and able to work autonomously
- Able to motivate and make learning accessible as well as stimulating and promotes an interactive classroom with a heavy emphasis on student participation
- Familiar with CASAS and TABE testing, scoring, data entry (SID), Adult Basic Education, TIF, and CCRS
- Good communication skills, both verbal and written
- Able to work from home January 2021 – December 2021 (date flexible due to building construction and COVID-19), then in St. Paul, Minnesota thereafter

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.