

**Job Title:** ELL Instructor, Nursing Assistant Training Program for New Americans (NAR)

**Department:** Medical Careers Pathway

**Reports to:** Nursing Assistant Training Program Manager

**FLSA Status:** Full-time, Exempt

**Salary:** \$42,000 - \$44,000 depending on experience

**Qualifications:**

- B.A. or M.A. in ELL or related field
- Minimum of two years ELL teaching experience with adult learners
- Comfortable teaching vocabulary and key concepts related to human body systems and personal cares for senior residents
- Willingness and ability to learn the Minnesota state NAR curriculum
- Committed to values of team teaching in NAR classroom setting
- Experienced in promoting an interactive classroom *remotely* with an emphasis on student participation.
- Patient with and respectful of persons from diverse cultures; understands different learning models
- Demonstrated ability to work both independently and as a member of a team and to utilize creative problem-solving skills
- Flexible with modifying job responsibilities
- Excellent interpersonal skills
- Familiarity with SiD MN ABE, Microsoft Office, Google Applications

**Duties:**

- Implement the ELL curriculum for the nursing assistant training course
- This position is 50% teaching, tutoring, preparation and 50% administrative duties
- Support nurse instructor teaching support lessons using Google classroom and other formats
- Adapt the curriculum and homework, as needed
- Update and improve unit tests and final tests
- Complete all the preparations for unit and final tests for your class
- Communicate daily with registered nurse instructor about scheduling, as well as about academic, attendance, and behavioral issues of students
- Assist nursing assistant students with communication, pronunciation and accent reduction skills in classroom and tutorial settings
- Administer TABE tests to all students. Share responsibility for entering student data into Institute database, SiD MN ABE, and Workforce One.
- Arrange for the Minnesota NAR certification examination (registration and re-testing), and help accompany students to test, if needed
- Tutor or give extra help and practice to students in need

- Assist in referring students to outside support services, as needed
- Share admissions responsibilities: proctoring entrance test, interviewing and assessing candidate readiness for training program and potential for success
- Help to organize a graduation ceremony for each class
- Prepare written evaluations of students' performance
- Maintain student records
- Attend weekly staff meetings. Share responsibility with NAR staff for program policy development, organization and implementation
- Attend all scheduled Institute staff meetings; All Staff, Education, and staff development
- Share responsibilities in taking staff meeting minutes and reviewing program schedules
- Refer appropriate students and clients to SNAP E&T staff to be thoroughly screened for program.
- Participate in annual Festival of Nations
- Other shared duties as required or as program needs develop
- This position is 90% remote through 2021 and then will be in person

**To Apply:**

Submit cover letter and resume to Julie Garner-Pringle via email ([jgarner-pringle@iimn.org](mailto:jgarner-pringle@iimn.org))

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