



Position: English Instructor – High-Intermediate & Advanced Level

Department: Languages (English for Work)

Reports To: Program Manager

FTE: 1.0

Type: Exempt

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

Description: Teach adult English Language (EL) learners at high-intermediate to advanced levels and provide administrative support to the program including program development, lesson planning and implementation, curriculum design, student recruitment for the English for Work program, and co-teach classes on supplementary topics to train volunteers. Classes meet during business hours 8:45 a.m. to 5:00 p.m. Monday through Friday. Position includes 42% English class instruction, 8% Math class instruction, 34% curriculum design and classroom preparation, and 16% paid office time.

#### Duties:

1. Develop high-intermediate to advanced level curriculum adhering to ACES/TIF and CCRS standards
2. Teach high-intermediate to advanced level ESL level students (NRS EFL 5 - 6, ABE 1 - 3):
  - a. 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
  - b. Deliver instruction from selected texts and supplemental materials
3. Administer TABE tests on a 6 week cycle for multi-level class, calculate results, and score levels, and complete student attendance in SID
4. Coordinate with other EFW Instructors to ensure program consistency and student success
5. Participate in staff meetings and professional development opportunities
6. Contribute to report writing, record progress notes on students and program
7. Teach math to reflect pre-GED standards, including addition, subtraction, multiplication, division, fractions, decimals, percentages, basic algebra, and basic geometry; administer CASAS math test on a regular basis
8. 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.
9. Co-teach supplementary classes with volunteers with the ultimate goal of volunteers leading the class.
10. Organize and implement EFW marketing strategies including: distributing fliers, filling internal marketing materials, participating in tabling events, creating and sending newsletters, and coordinating the EFW social media sites
11. Refer appropriate students and clients to SNAP E&T staff to be thoroughly screened for the program
12. Participation 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.
- Has experience working with intermediate ESL students.
- Familiar with TABE testing, scoring, and data entry (SID).
- Familiar with Adult Basic Education, TIF, and CCRS standards.

- Good communication skills, both verbal and written.
- Able to motivate and make learning accessible as well as stimulating.
- Skilled and comfortable using Zoom both as a participant and facilitator.

Note:

IIM English classes moved online in March 2020. Since then, teachers have been using Zoom to conduct classes. In the classroom and on Zoom, teachers are encouraged to bring innovative curriculum and activities into the program. This position is currently remote but will move to in-person in 2022.

To apply: Submit cover letter and resume to the Languages Program Manager, Stacy Dietrich Varney via email: [sdietrich@iimn.org](mailto:sdietrich@iimn.org). No phone calls or walk-ins please. Position is open until filled.