



INTERNATIONAL INSTITUTE
of Minnesota

Job Title: English Language Instructor – English for Work – Grammar A (Temporary)

Department: Education

Reports To: Program Manager

FLSA Status: Independent Contractor (16 to 18 hours per week)

Contract Length: 12 weeks (February 2022 to April 2022)

Salary: \$23.50 per hour

Prepared Date: 12/21/2021

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

Teach English as a Second Language (ESL) to adults at low-beginning to high-beginning levels. Class meets Monday-Thursday 9:30 a.m. to 11:00 a.m. with one hour of paid preparation time per day. This is a temporary, 12-week contract position. This position consists of teaching: 6 hours per week, preparation time: 4 hours per week, intake assistance: 4 hours per week, meetings and professional development: 2 – 4 hours per week.

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

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

Duties and Responsibilities:

- Teach low- to high-beginning level ESL level students (NRS EFL 1 - 3), 9:30 – 11:00 a.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 (all classes are currently delivered online using Zoom due to COVID-19 restriction and building construction)
 - Follow existing lesson plans and materials
 - Connect with staff to coordinate mailing student materials packets
- Adhere to ACES and CCRS standards

- Enter student attendance in state database
- Assist Intake Specialist in weekly student intake sessions (in-person in St. Paul, Minnesota)
- Coordinate with other staff instructors to ensure program consistency and student success
- Participate in staff meetings and professional development opportunities

Requirements:

- Fully vaccinated for COVID-19
- 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 to promote an interactive classroom with a heavy emphasis on student participation
- Familiar with CASAS and TABE testing, scoring, data entry (SID), and CCRS and ACES standards
- Good communication skills, both verbal and written
- Comfortable working independently
- Able to work from home and in St. Paul until IIM building opens (anticipated March 2022 but dependent due to building construction and COVID-19), then in St. Paul, Minnesota thereafter

Preferred Qualifications:

- Strongly preferred: Has M.A. in either English as a second language, Education, or Linguistics and a history of related teaching experience

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Stacy Dietrich Varney via email sdietrich@iimn.org. Position opened until filled. No phone calls or walk-ins please.

Revised: 12/21/2021