

Job Title: TEAS Preparation Contract Teacher
Department: College Readiness Academy
Reports to: College Readiness Academy Program Manager
FLSA Status: Independent Contractor – Part Time
Salary: \$30 per hour for up to 300 hours (\$9,000 total)
Prepared Date: 7/28/2022

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:

College Readiness Academy offers a free alternative to expensive remedial education classes offered at colleges. Instruction focuses on college-level reading, writing, vocabulary-building, computer, and study skills in order to support traditionally under-served students with academic and/or personal barriers to college. To supplement this academic preparation, two full-time navigators are on staff to prepare students for the transition into college and support them once they are enrolled.

The TEAS Preparation Teacher works within College Readiness Academy (CRA), a partnership that assists Adult Basic Education students in the transition to and through college. The TEAS teacher helps prepare students for the TEAS test, which is the final step before beginning a nursing program or other applied health programs. The ATI TEAS (Test of Essential Academic Skills) is a test designed to assess a student's preparedness when entering the health science field. TEAS is used by colleges and universities to help assess students' knowledge in math, science, English and reading. This position is currently 100% remote and offered to students statewide.

Duties and Responsibilities:

- 1) Develop and teach a curriculum that will
 - Refresh students' math, reading, and science skills,
 - Practice test taking strategies,
 - Reduce test anxiety.
- 2) Create curriculum and resources to help students do the following:
 - Understand what's on each of the four tests (math, reading, science, and English and language usage)
 - Focus on the material the student is struggling with the most
 - Identify and access which resources are available to them
- 3) Ensure that each student is pre- and post-TABE tested at a local ABE site.
- 4) Attend CRA department meetings as needed (remote option available).
- 5) Attend CRA meetings as needed.

Requirements:

- Fully vaccinated for COVID-19
- Bachelor's degree or higher in teaching or an applied health field.
- Experience teaching online.
- Flexibility in curriculum delivery and methodology.
- Experience teaching adult learners from a wide variety of backgrounds.
- Experience developing curriculum for high-level learners.
- Proficiency in Microsoft Suite, Google Suite, Zoom, and other online learning platforms.
- Ability to connect with external ABE sites.
- Familiarity with systems of higher education.
- Excellent written and verbal communication skills.
- Skilled in problem-solving and able to take initiative.
- Knowledge of local community resources.

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.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

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 Elizabeth Fontaine via email efontaine@iimn.org. Position opened until filled. No phone calls or walk-ins please.