

ESOL and Job Readiness Instructor

The International Institute of New England (IINE) is a non-profit organization that provides humanitarian relief, education, skills training, job placement, family reunification and pathways to citizenship for 2,000 immigrants and refugees each year. We work in Boston and Lowell, Massachusetts, and Manchester, New Hampshire.

IINE is the oldest and second largest resettlement agency in the region and has the largest Central American family reunification program in Greater Boston. More than 500 refugees and immigrants enroll in our education programs annually, and each year we connect hundreds of new Americans to jobs in New England companies.

A dynamic, forward-looking, smart and rapidly growing non-profit organization, we seek well-qualified, solutions-focused candidates who are experts in their respective fields. We are excited to share the career opportunity below and look forward to receiving your application!

Reports to: Education Manager

Supervises: N/A

Status: Non-exempt, 28 hours/week

Location: 17 Warren St, 2nd Floor, Lowell, MA 01852

Overview:

The ESOL/Job Readiness Instructor is responsible for facilitating a morning ESOL class that meets three hours a day, three days per week (total 9 hours/week) with an emphasis on job readiness and career advancement, coordinating afternoon/evening ESOL tutoring sessions with volunteers, facilitating Job Readiness workshops, and supporting IINE's youth program's weekly workshops. Teaching: preparation time ratio is 2:1. Instructional methods reflect a student-centered learning philosophy and include ongoing assessment.

The ESOL Instructor is responsible for:

- Teaching Morning virtual and/or in-person ESOL class on Monday, Tuesday, and Thursday from 9AM – 12PM (group instruction with volunteer-supported tutoring)
- Teaching virtual and/or in-person Job Readiness workshops once a week for two hours
- Supporting for youth program's study sessions once a week for two hours
- Coordinating volunteer matches and providing support to students and volunteers in afternoon/evening ESOL tutoring sessions

Qualifications:

- Master's Degree in teaching, education, or a related field
- TESOL/TEOFL Certification
- Ability to model accurate American English pronunciation and grammar required
- At least one year of adult ESOL teaching experience preferably with immigrant populations; experience with non-literate learners
- Experience and ability to teach classes on a virtual online platform
- Outstanding communication skills including written, verbal, and presentation skills
- Demonstrated organizational and logistical experience
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint required
- Interest in international, refugee, and asylee issues
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks simultaneously
- Valid Driver's License and access to personal vehicle is required
- Bilingual/bicultural candidates are encouraged to apply

Duties and Responsibilities:

- Provide classroom instruction that reflects a cohesive approach to listening, speaking, reading, writing, and grammar. This includes communicating grammar and syntax to classrooms of individuals who do not speak English as a first language.
- Coordinate effectively and professionally with volunteers; match ESOL volunteers with students and provide appropriate support, materials, oversight, and feedback.
- Plan a syllabus appropriate to assigned class level according to ESOL guidelines and students' needs; prepare lesson plans and classroom materials utilizing program textbooks and supportive resources.
- Contribute to the on-going curriculum development process. Review and adopt new materials as needed.
- Maintain programmatic data, including attendance records, and contribute to reports, as required.
- Contribute to the overall recruitment and retention of students in assigned class.
- Coordinate instruction with other components/programs within workforce development to ensure that clients have maximum opportunities to improve their communication and job readiness skills, gain employment, and advance towards their career goals.
- Assist in the assessment and placement of students into appropriate levels. Evaluate and document student progress, make placement recommendations and changes in accordance with the National Reporting Service (NRS) descriptors for Student Performance Levels and program class levels/focus.
- Act as a primary point of contact for the programs' key partners, and represent the organization at meetings, conferences and events as assigned.
- Participate in the goal setting and meeting process with students assigned in class.
- Refer student and classroom issues/needs to the Education Manager.
- Perform all other duties assigned by supervisor.
- Attend weekly staff and program meetings.

Apply here!

<https://iine.org/careers/>



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Institute of
New England**

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