



**International  
Institute of  
New England**

The mission of the International Institute of New England (IINE) is to create opportunities for refugees and immigrants to succeed through resettlement, education, career advancement and pathways to citizenship. One of the oldest and largest human services organizations for New Americans in the region, IINE serves more than 2,500 people each year in Boston and Lowell, Massachusetts, and Manchester, New Hampshire. Our programs include case management, youth and family services, English for Speakers of Other Languages (ESOL), employment and skills training, and immigration legal services.

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. Successful candidates will join a committed team of professional staff and volunteers who are devoted to welcoming and serving new Americans.

### **ESOL and Literacy Instructor, Boston - MA**

- **Reports to:** Associate Director of ESOL
- **Supervises:** N/A
- **Status:** Non-exempt, Full-time
- **Pay:** \$24/hour
- **Location:** Boston, MA (Hybrid)

### **Benefits:**

Full-time employees will be eligible for all benefits including vacation, personal, sick days and twelve paid holidays. You may participate in all benefit programs that IINE establishes and makes available to eligible employees, under (and subject to all provisions of) the plan documents that govern those programs. Currently, IINE offers medical, dental and vision. Company-paid life insurance, company-paid short term disability (STD), long term disability (LTD), accidental death and dismemberment and disability coverage, Flexible Spending Accounts (FSA), other benefits including 403(b) with company match plan(s) pursuant to the terms and conditions of company policy and the 403(b)-plan document. Other perks such as discounts through our vision plan, fitness reimbursement and more.

### **Overview:**

The ESOL and Literacy Instructor teaches adult immigrant learners three mornings and evenings per week (Tuesday, Wednesday, and Thursday) from 9:00 AM to 12:00 PM and 5:00 PM to 8:00 PM.

Instructors receive 1.5 hours of prep time for each 3-hour class, 5.5 hours for data entry, assessment, and attendance monitoring, and 1 hour for a mandatory meeting each week. Instructional methods

reflect a student-centered teaching philosophy. Classes are held remotely or in-person depending on student need.

### **Duties and Responsibilities:**

- Provide classroom instruction that reflects a cohesive approach to listening, speaking, reading, writing, and grammar.
- Work with literacy students on foundational phonics, spelling, reading, writing
- Maintain attendance records and reports, as required. Contribute to the overall retention of students in assigned class.
- Plan a syllabus appropriate to assigned class level according to ESOL curricula guidelines and student needs.
- Prepare lesson plans and classroom materials utilizing program text books and supporting resources.
- Contribute to the on-going curriculum development. Review and adopt new materials as needed.
- Coordinate instruction with other programs within workforce development to ensure that clients have maximum opportunities to improve their communication and job readiness skills, gain employment, and advance toward career goals.
- Assist in the assessment and placement of students in 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.
- Participate in the goal setting and meeting process with students assigned in class.
- Refer student and classroom issues/needs to the Associate Director of ESOL.
- Attend regularly scheduled program meetings and periodic professional training sessions. The Institute requires a minimum of 20 professional development hours per year.
- *Perform all other duties assigned by supervisor.*

### **Qualifications:**

- Bachelor's Degree in related field required; related MA preferred
- At least one year of ESOL teaching experience preferably with adult immigrant populations (*experience working with literacy students is a plus*)
- Outstanding writing, communication, and presentation skills, particularly concerning ESOL student audience
- Excellent computer skills including Microsoft Word, Excel, and Power Point required
- Cultural sensitivity and interest in international, refugee, and asylee issues
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks simultaneously
- Bilingual/bicultural candidates are encouraged to apply
- Speakers of Afghan Dari and/or Pashto, Ukrainian, French, or Haitian/Creole encouraged to apply

### **COVID-19 Notice:**

Please be advised that effective October 1, 2021 IINE requires all staff to submit proof of a Covid-19 vaccination, booster (if eligible) or a medical or religious exemption. This requirement is necessary given the direct service work IINE does with refugees and immigrants. IINE will consider requests for exemption in accordance with its reasonable accommodation policy and applicable law.

**How to apply:**

Interested candidates should visit IINE Career page <https://iine.org/careers/> to apply.