



IRISH INTERNATIONAL IMMIGRANT CENTER
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES INSTRUCTOR
May 23, 2018

Job Title: ESOL Instructor
Reports to: Director of Education and Operations
Status: Part-time, permanent, 15 hours per week

WORKING AT THE IIIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. We work – and sometimes play – as a team. Our generous benefits package includes our “Staff Day Out” - a day off to enjoy fun activities together, 14 holidays, 20 vacation days and 5 sick days (pro-rated for part-time staff). Health benefits are offered to anyone working 20 hours per week or more.

ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER

The Irish International Immigrant Center (IIIC) was founded in 1989 by a group of immigrants committed to helping empower immigrants and refugees from more than 120 countries by providing the legal, educational and wellness support they need to build successful lives.

Building on our Irish roots of welcoming others, social justice and human rights, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please see www.iiicenter.org.

SUMMARY AND RESPONSIBILITIES

Our English for Speakers of Other Languages (ESOL) program is thriving and growing with engaged adult immigrant students from all over the world. Our academic year runs in two 18-week sessions, beginning in early September and ending in mid-June. Our summer courses run for 6-weeks, beginning late June and ending early August. ESOL class levels range from low-beginner to intermediate.

The IIIC seeks a teacher beginning this fall to teach our evening beginner conversation class and mixed level ESOL class totaling 15 hours per week. Classes will meet Monday through Thursday from 6:00pm until 8:30pm. Classes are 2.5 hours each and planning time is 1.25 hours per class.

Specific responsibilities include:

- Teach low-beginner ESOL conversation class on Tuesday and Thursday evenings from 6:00pm-8:30pm. Teach a mixed level ESOL class on Monday and Wednesday evenings from 6:00 to 8:30 pm
- Prepare lessons & class materials in accordance with IIIC curriculum guidelines
- Integrate computer technology into lessons

- Responsible for all administrative tasks as requested (i.e. attendance tracking, student outreach, assessing and reporting on student work/progress)
- Administer student assessments

Qualifications:

- BA degree in TESOL or Education required; MA or certification in TESOL preferred
- Experience in multi-cultural settings with demonstrated experience in cultural sensitivity
- A minimum of 2 years' experience teaching ESOL to adults in a community based setting preferred
- Candidates must be able to employ computer technology within the curriculum
- Commitment to school year required
- BEST testing certification preferred
- Second language skills desirable, but not required

The IIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

HOW TO APPLY

Please send a cover letter and resume to career@iicenter.org. For more information on the Irish International Immigrant Center and our English for Speakers of Other Languages Program, visit our website at www.iicenter.org.