



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 Instructor, Lowell

Reports to: Manager, Education and Youth Program

Supervises: N/A

Status: Non-exempt, Full-Time

Location: Lowell, MA

Overview:

The ESOL Instructor is responsible for facilitating a morning ESOL class that meets three hours a day, three days per week (total 9 hours/week), and coordinate afternoon/evening ESOL tutoring sessions with volunteers. 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)
- Coordinating volunteer matches and providing support to students and volunteers in afternoon/evening ESOL tutoring sessions.

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.
- 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.

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

Please be advised that effective October 1, 2021 IINE requires all staff to submit proof of a Covid-19 vaccination 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.

Please click on <https://iine.org/careers/> to apply online.