



**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 Instructor - Boston**

**Reports to:** Interim Education Manager

**Supervises:** N/A

**Status:** Non-exempt, Full Time (40 hours/week)

**Job Location:** Boston, MA

### **Overview:**

The ESOL Instructor provides English as a second language and computer instruction to adult learners in the ESOL Program full-time three mornings and evenings per week (Tuesday, Wednesday, and Thursday from 9am-12pm and 6pm to 9pm). Instructors are compensated for 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 learning philosophy and include ongoing assessment. Classes are currently being held virtually with the possibility of returning to in-person classes in early 2022.

### **Duties and Responsibilities:**

- Provide classroom instruction that reflects a cohesive approach to listening, speaking, reading, writing, and grammar.
- 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/ computer curricula 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.

- 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.
- Participate in the goal setting and meeting process with students assigned in class.
- Refer student and classroom issues/needs to the Education and Skills Training Manager.
- Attend regularly scheduled program meetings and periodic professional training sessions. The Institute requires 20 hours of professional development per year.
- Perform all other duties assigned by supervisor.

### **Qualifications:**

- Bachelor's Degree in related field required; related MA preferred
- 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
- Outstanding communication skills including written, verbal, and presentation skills
- Excellent computer skills including Microsoft Word, Excel, and Power Point required
- 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

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.

### **How to apply:**

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