

Date: September 11, 2020

Immigrant—Literacy Employment Program [I-LEP] Adult Education Instructor/Manager Job Description

IIMD MISSION

The International Institute of Metropolitan Detroit [IIMD] is a Detroit-based nonprofit agency created in 1919 in response to an influx of immigrants arriving to the United States from Europe. IIMD transforms the lives of low-income immigrants, refugees and native-born Detroiters through innovative solutions to advancing integration and self-sufficiency.

PROGRAM OVERVIEW

IIMD is expanding its Adult Education/Workforce Development program through a newly created program, I-LEP. I-LEP prepares low-income adult English Language Learners [ELLs] and native Detroiters with the skills, education and training needed to obtain sustainable living wage employment. This is accomplished through integrated and contextualized instruction, built on best practices and evidence-based teaching methods.

As part of I—LEP, IIMD offers an Integrated Education and Training [IET] component, simultaneously providing foundational skills [e.g., adult education: reading, writing, speaking, listening, ELA, civics, math and digital literacy] with workforce preparation, occupational training and linkages to essential support services. A team-teaching approach using a single set of learning objectives is executed to meet its goal. A career pathways program prepares students for secondary education or its recognized equivalent, post-secondary education, unsubsidized employment, or a credential in an in-demand industry. Instruction is offered directly in the heart of metropolitan Detroit’s immigrant neighborhoods.

POSITION OVERVIEW

The program offers an exciting opportunity for an experienced Adult Education Instructor/Manager to significantly contribute to Detroit’s economic revitalization and growth. The Instructor/Manager will oversee all aspects of the program, ensuring smooth daily operations. The position is a critical, high level position at IIMD, and we are seeking an individual who is highly committed to service and improving the lives of immigrants and native-born Detroiters.

The person selected for the position will oversee, plan and develop all aspects of I-LEP. The successful candidate will have a deep respect and value of relationships and will act in the best interest of IIMD at all times. Providing evidence-based instruction, staff management, participation in affiliate meetings and conferences, ensuring accurate and timely reporting, professional development, program development, facilitation of staff meetings, promoting the program and engaging with key stakeholders and meeting 1:1 with students to ensure their success are critical components.

The Instructor/Manager will also be responsible for administering IIMD’s IET program, including reviewing and re-designing local formative assessments, workforce training competencies and curriculum development. Establishing and maintaining new and existing partnerships pertaining to workforce development are an essential element of the position.

Lastly, the I-LEP Instructor/Manager will work closely with IIMD’s Executive Director and Director of Grants Administration to review, edit and re-design, based on best practices, I—LEP’s course content. This will include reviewing and/or re-designing class structure, instructional hours, number of students served, intake, screening and orientation procedures, local assessments, lesson plans, off-site locations, course objectives, student retention methods and strategies aimed at improving educational gains.

IIMD is an equal opportunity employer that values diversity. Therefore, IIMD encourages those with diverse backgrounds to apply, including people of color, women, women of color, ethnic minorities, those with disabilities, and those from the LGBTQ community.

KEY RESPONSIBILITIES

- Oversee all program activities, ensuring smooth day to day operations;
- Supervise, train, monitor and provide constructive feedback to staff;
- Provide evidence-based foundational skills instruction, conducting standardized assessments, monitoring student development, meeting 1:1 with students, and working closely with co-teacher to develop program materials;
- Establish, form, enhance and maintain critical workforce development partners including local and state affiliates, training centers, Detroit Employment Solutions Corporation [DESC], local small and large business owners, Detroit at Work, Mayor's Workforce Development Board, WCCCD, MACAE, Reading Works, Michigan Works!, I-BEST, Instituto Del Progreso Latino, and Michigan Talent Connect;
- Continuously update oneself on local, state and national labor trends, utilizing data from the DESC, Labor and Economic Opportunity office [LEO], U.S. Department of Labor, Bureau of Labor Statistics, U.S. Department of Education, etc. to guide programming;
- Attend and actively participate in partner meetings [e.g. Reading Works and MACAE];
- Engage in and promote professional development trainings;
- Conduct, review and evaluate standardized assessments, monitoring student learning and meet 1:1 with students to provide feedback and assist with their growth and/or address any challenges to retention;
- Facilitate staff and 1:1 supervisory meeting offering thoughtful and productive feedback;
- Complete, monitor and oversee accurate and timely reporting; and
- Assist with the grant writing process as needed by providing updates, successes, program reports and relevant program information.

*Note: this is not an exhaustive list and additional job duties may be assigned as needed.

REQUIREMENTS

- State of Michigan Teaching Certification [with ESL endorsement] or a strong willingness to obtain within 6 months of employment;
- Bachelor's degree required; Master's degree preferred;
- Three to 5 years of in-class instruction experience, specifically as it applies to adult education required;
- Knowledge of evidence-based instruction, IET, workforce development competencies and College and Career Readiness [CCR] standards;
- Ability to create and re-design program materials including curriculum development, local assessments, scoring rubrics, syllabi, lesson plans, etc.;
- Sincere commitment and passion for creating and advancing economic opportunities for low income Detroiters and immigrants;
- Demonstrated ability to work directly with and on behalf of low-income, diverse populations, including students, staff, colleagues and volunteers and an ability to uphold culturally competent standards;
- Demonstrated commitment to adult education, workforce development and a sincere appreciation for uplifting low-income Detroiters while adhering to evidence-based instruction models and approaches [e.g. student-centered approach, TESOL, adult learning theory, and Brain Based Education and Curriculum based instruction, trauma informed];
- Ability to work a flexible schedule, including evenings, weekends and some holidays;
- Demonstrated capacity to form, maintain professional intra and inter relationships;

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- Demonstrated ability, knowledge and sincere interest in learning about developing content according to evidence-based instruction, College and Career Readiness [CCR] standards, professional development competencies, integrated and contextualized instruction, National Reporting Systems [NRS]; WIOA Title II programs, Integrated Education and Training [IET], DESC's WIOA Four Year Local Plan and the State's Unified Plan, components of reading instruction [e.g., vocabulary, fluency, comprehension, phonemes, phonic awareness, decoding, word recognition, etc.], pedagogical approaches, standardized testing and maintaining trends in adult education and workforce development;
- Ability to be self-driven and work well independently, with minimal supervision, and as part of a team; and
- Demonstrated ability to uphold and serve with integrity and professionalism on behalf of the agency at all times, including in class, attendance at meetings, conferences, workshops, etc.

BENEFITS

IIMD offers a competitive salary and benefits package, including the following:

- Excellent, no cost medical and dental insurance offered on the 30th day of employment;
- An *earned* ability to work a flexible schedule [upon demonstration of successful outcomes];
- Paid holidays and sick days;
- Paid maternal and paternal leave;
- Paid medical leave;
- Accrued paid vacation days
- *Earned* year-end bonus [upon successful completion of outcomes];
- Rich professional development and networking opportunities;
- An ability to make a difference and contribute significantly to the Detroit's revitalization and the lives of Detroiters;
- An ability to work with a diverse team of highly qualified, compassionate professionals.

APPLICATION PROCESS

To apply for this position, please send your cover letter, resume and 3 references to Wojciech Zolnowski, Executive Director, at wojciech517@yahoo.com. Qualified candidates will be contacted for an initial interview; however, IIMD lacks the capacity to respond to all inquiries. We thank all those who are interested.

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