

Date: October 20, 2020

Position Title: Foundational Skills Instructor

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, the Immigrant-Literacy and Employment Program [I—LEP]. I-LEP prepares low-income adult 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 Integrated Education and Training [IET], simultaneously providing foundational skills [reading, writing, speaking, listening, 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

IIMD is seeking an experienced part-time Foundational Skills Instructor who is passionate and committed to advancing economic opportunities for immigrants, refugees, and native-born Detroit residents. There is a strong ability for professional advancement dependent on the execution and investment made by the individual selected for this position. The role requires the instructor have an understanding of integrated, contextualized and evidence-based instruction. The position also entails an ability to work through team-teaching approach. This requires close collaboration with IIMD's Career Navigator/Workforce Preparation Instructor in administration of class instruction and the systemic review, analysis and design or re-design of IIMD's existing curriculum, learning objectives and local assessments.

The person selected for the position will provide class instruction to participants enrolled in IIMD's IET program. The successful candidate will have a deep appreciation for establishing and maintaining relationships key stakeholders and will act in the best interest of IIMD at trainings, conferences, workshops, etc. Providing evidence-based instruction, standardized testing, active participation in affiliate meetings and conferences, ensuring accurate and timely reporting, continued professional development, and conducting 1:1 meetings to ensure student success and retention are critical components of the position.

Lastly, the Foundational Skills Instructor will work closely with IIMD's Executive Director and Director of Grants Administration to submit timely and accurate reports and provide the necessary pedagogical materials needed to successfully submit grant applications on behalf of the program. This will include reviewing and/or potentially re-designing the program based on best practices and meeting the needs of students. This may include class structure,

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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.

KEY RESPONSIBILITIES

- Provide Basic Skills Instruction utilizing a co-teaching model to assist diverse populations in obtaining a secondary education degree or its recognized equivalent, enrollment into post-secondary education and/or training.
- Work closely with IIMD's Career Navigator/Workforce Preparation Instructor in designing the curriculum, learning objectives and local assessments.
- 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.
- Actively engage in key stakeholder trainings, seminars, workshops, webinars and conferences, promoting state and local adult education initiatives [i.e., Sixty by 30, etc.] including MACAE, Reading Works and LEO.
- Collaborate with IIMD's Career Navigator/Workforce Preparation Instructor and Career Developer to establish and maintain essential partnerships including local and state affiliates, training centers, [e.g. Detroit Employment Solutions Corporation [DESC], Detroit at Work, Mayor's Workforce Development Board, WCCCD, 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.
- Engage in professional development trainings.
- Conduct, review and evaluate standardized assessments, monitoring student learning and meet 1:1 with students to ensure their success by providing feedback, assisting with their growth and/or addressing any challenges to retention;
- 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

- Adult Education Teaching Certificate required.
- Bachelor's degree required; Master's degree preferred in the field of education from an accredited university [all credentials will be verified upon date of hire].
- Three to 5 years of in-class instruction experience, specifically as it relates to adult education, required.
- Knowledge of evidence-based instruction, foundational literacy, Integrated Education and Training [IET], workforce development competencies and College and Career Readiness [CCR] standards highly preferred or a strong interest in learning and applying these concepts.
- Ability to create and re-design program materials including curriculum development, local assessments, scoring rubrics, syllabi, lesson plans, etc. required.
- Sincere commitment and passion for advancing economic opportunities for low income Detroiters, including immigrants.
- Demonstrated ability to provide 1:1 case management, working directly with and on behalf of low-income populations while uphold culturally competent standards.

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- Demonstrated commitment to adult education, workforce development and a sincere appreciation for uplifting low-income Detroiters utilizing evidence-based instruction [e.g. student-centered approach, TESOL, adult learning theory, and Brain Based Education and Curriculum Based Instruction, Trauma Informed Instruction].
- Ability to work a flexible schedule, including evenings, weekends and some holidays.
- Demonstrated capacity to form, maintain professional intra and inter relationships.
- Demonstrated ability, knowledge and sincere interest in learning about developing content according to 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 preferred.
- Ability to be self-driven and exceed expected outcomes, with minimal supervision. 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:

- Competitive salary commensurate with education, skills and experience;
- Excellent, no cost medical and dental insurance offered on the 30th day of employment;
- *Earned* ability to work a flexible schedule [upon demonstration of successful outcomes];
- Paid holidays and sick days;
- Generous 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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