

Date: October 20, 2020

Position Title: Integrated ESL/Civics 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 instruction methods.

In preparing students for secondary and post-secondary education and/or an industry recognized credential, IIMD offers integrated ESL/Civics coursework that is aligned to the National Reporting System [NRS] Educational Functioning Levels [EFL] and the College and Career Readiness [CCR] standards. In doing so, I—LEP offers Beginning, Low Beginning, High Beginning, Low Intermediate, High Intermediate, and Advanced ESL classes.

Students who successfully pass High Intermediate will have an opportunity to enroll in IIMD's Integrated Education and Training [IET] program. This program simultaneously provides 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 full-time ESL/Civics Instructor who is passionate about providing high-quality ESL to ELLs throughout the City of Detroit and greater metropolitan areas. The position holds the potential for professional advancement opportunities dependent on the execution and investment made by the individual selected. The role requires that the ESL/Civics instructor work collaboratively with IIMD's Foundational Skills Instructor and the Career Navigator/Workforce Preparation Instructor to ensure students succeed in their career pathways and long-term career goals.

IIMD is seeking individuals who understand the concepts of integrated, contextualized and evidence-based instruction. This requires the administration of class instruction and the systemic review, analysis and design or re-design of IIMD's existing ESL/Civics curriculum, learning objectives and local assessments. The person selected for the position will provide class instruction to participants enrolled in IIMD's I—LEP initiative which conducts classes in collaboration with IIMD's community-based partners. Initially classes will be held virtually but eventually, depending on the pandemic, will be held in-person.

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.

The successful candidate will have a deep appreciation for establishing and maintaining relationships key stakeholders and will actively participate in IIMD's network provider trainings, workshops, webinars, conferences, 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 with students to ensure their success and retention are critical components of the position.

Lastly, the ESL/Civics Instructor will work closely with IIMD's Executive Director and Director of Grants Administration to submit timely and accurate reports and provide the evidence-based 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 also include revision of the class structure, instructional hours, number of students served, intake, screening and orientation procedures, local assessments, lesson plans, community-based partners, course objectives, student retention methods and strategies aimed at improving educational gains.

KEY RESPONSIBILITIES

- Provide ESL/Civics Instruction to assist diverse populations in obtaining a secondary education degree or its recognized equivalent, and/or enrollment into post-secondary education and/or training.
- Work closely with IIMD's Foundational Skills Instructor and Career Navigator/Workforce Preparation Instructor in ensure student and program success.
- Provide evidence-based instruction, standardized testing, monitoring student development, meeting 1:1 with students to ensure their success and overcome barriers, and working closely with instructors to ensure program success.
- Actively engage in key stakeholder trainings, seminars, workshops, webinars and conferences, promoting state and local adult education initiatives including MACAE, Reading Works and LEO.
- Collaborate with IIMD's Foundational Skills Instructor and Career Navigator/Workforce Preparation Instructor to assist in establishing and maintaining 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 adult education methods and 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 meeting 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.
- 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

- TESOL or CELTA Certification required.
- Bachelor's degree required; Master's degree preferred in the field of education. The degrees must be 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 and ELLs required.

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.

- Knowledge of evidence-based instruction methods, foundational literacy, Integrated Education and Training [IET], workforce development competencies and College and Career Readiness [CCR] standards and NRS 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 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], components of reading instruction [e.g., vocabulary, fluency, comprehension, phonemes, phonic awareness, decoding, word recognition, etc.], pedagogical approaches, standardized testing and trends in adult education and workforce development highly preferred.
- Ability to be self-driven and exceed expected outcomes, with minimal supervision;
- Conduct accurate and timely reporting. 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.

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.