

## JOB POSTING

**Position Title:** English Language Teacher

**Department:** Resettlement

**Location:** Buffalo Grove, IL

**Job Type:** Full-Time

### Responsibilities

- Develop curriculum, lesson plans, handouts, and homework assignments
- Teach daily classes in-person and remotely
- Administer tests and quizzes
- Monitor and conduct assessments of student progress
- Complete monthly attendance reports and submit program reports in a timely manner
- Attend department meetings and training as required

### Education/Technical Proficiencies

- Bachelor's Degree or equivalent in relevant field
- Minimum of one year of classroom teaching experience required
- **Must have flexibility to work some evenings each week until 9:00pm**
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel
- Experience working with diverse cultural and socioeconomic groups
- Expert teaching ability, highly motivated, flexible and organized
- Ability to teach virtual classes and workshops on special topics
- Certified ESL/Literacy background preferred
- **COVID-19 Vaccination required**

Salary: commensurate with credentials and experience. Generous benefits package.

**To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)**

**NO PHONE CALLS PLEASE**