

INTERNAL JOB POSTING: ENGLISH LANGUAGE INSTRUCTOR

Position Title: English Language Teacher (full time)

Department: Resettlement

Responsibilities Include:

- 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 proficiency:

- Bachelor's Degree or equivalent in relevant field.

• Strong Computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel.

.Certified ESL/Literacy background, expert teaching ability, experience working with multi-ethnic groups. Highly motivated, flexible and organized.

Salary: Commensurate with credentials and experience. Generous benefits package

Submit resume and cover letter to Jan Douglas in Human Resources at jdouglas@refugeeone.org
