

**Internal Job Posting
December 2022**

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 Proficiencies:

- Bachelor's Degree or equivalent in relevant field.
- Minimum one year of classroom teaching experience required.
- Strong Computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel.
- Expert teaching ability, experience working with multi-ethnic groups.
- Highly motivated, flexible and organized.
- Ability to teach virtual classes and workshops on special topics
- Certified ESL/Literacy background preferred.

Salary: Commensurate with credentials and experience. Generous benefits package

COVID-19 Vaccination Required

To Apply

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS, PLEASE