Position: Workplace English Language Learning Instructor – Multiple Positions
Organization: MORE
Location: Twin Cities, MN – Various Locations
Hourly/Salary: Hourly – Contract position
Wage Rate: Base - $18.50/hour

Position Information:
MORE has partnered with local employers to set up onsite workplace English classes to benefit both employees and employers. MORE is seeking a part-time Workplace English Language Learning instructor to participate in the mission of MORE by teaching adult refugees and immigrants the skills they need to achieve their educational goals in English, basic math, digital literacy, and the ability to apply those skills to their work. All Workplace English Language Learning Instructor positions are independent contractors. Contract positions are renewable based on performance and student enrollment.

Primary Duties/Responsibilities:

1. Instructional Responsibilities
   A. Implement best practices in instruction for adult learners to provide high-quality English language, basic consumer math, and digital literacy instruction appropriate to learners in the class.
   B. Use a variety of instructional techniques to address diverse needs and goals of learners including already existing curriculum and teaching resources available through a wide variety of sources as well as participate in the design and development of any new MORE curricula.
   C. Supervise volunteer tutors, providing them with support and instruction for any individualized or small group instruction.
   D. Keep informed of research and new developments in adult literacy education and use a variety of instructional techniques to address the diverse needs and goals of adult learners.
   E. Work in collaboration with Education Program to align curriculum with the College and Career Readiness Standards (CCRS), ATLAS/TIF Standards, and Northstar Digital Literacy Standards.

2. Assessment and Record-keeping Responsibilities
   A. Complete daily attendance and other required reports accurately and submit promptly.
   B. Closely monitor student attendance and contact the Education Program office about students who have been absent for more than three consecutive classes without notification.
   C. Comply with the assessment policies set by federal, state and consortium standards, including proctoring exams, encouraging students in their participation in testing, and referring students to the office for make-up tests.
   D. Commit to growing students’ capacity, evaluate student achievement and communicate with the Program Office and other teachers regarding student movement.

3. Staff Responsibilities
   A. Use technology for teaching, communication, information tracking and data collection.
   B. Promote Adult Basic Education and assist in learner recruitment.
   C. Keep informed of research and new developments in adult literacy education.

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D. Attend professional development activities offered by the district, State of MN, and ABE programs as needed.
E. Collaborate with other staff members to carry out the mission of MORE and its programs.

4. Other
A. Participate in MORE’s direct service and fundraising events a few times throughout the year.
B. Join in creating an environment that promotes positive organization citizenship.
C. Other duties as assigned.

Necessary Qualifications:
1. Bachelor’s degree (preferred areas include ELL and Education)
2. Five Years of experience teaching Adult ELL Learners can replace the bachelor’s degree requirement
3. Experience working with refugees and immigrants, preferably in ELL
4. Mission and values driven with a strong commitment to social justice and MORE’s mission
5. Places high value on diversity – recognizes differences between people and acknowledges these differences as a valued asset
6. Able to work independently with minimum oversight
7. Ability to comply with MORE’s policies and procedures
8. Computer proficiency including Microsoft Office 365 products, especially Microsoft Teams
9. Additional Competencies: Approachable, Coachable, Compassionate, Creative, Inclusive (presume competency of our participants), High Integrity (ethical, follow through, honest), Open (humor, listening, patience, appropriate personal disclosure), Flexible (self-knowledge, dealing with the unknown), Enthusiastic/Driven to Succeed

Preferred Qualifications:
1. Teaching License

Compensation/Benefits: This position is part-time and hourly. Pay is commensurate with experience and education. Base is $18.50/hour. Optional Simple IRA retirement account including employer matching contribution.

Additional hours may become available as workplace partnerships continue to grow.

Organization Summary: MORE is a multi-service, community-based organization providing refugees and immigrants with the education and support they seek to become fully engaged members of our community. We value diversity and believe positive change in the community is created by equipping immigrants and refugees with the resources, knowledge and skills they need to create equal opportunity for themselves as new Americans. Last year, MORE served almost 500 adults through services from two program areas: Education/English Classes and Social Services/Basic Needs. These free services are offered in an environment that is comfortable, welcoming and flexible.

To apply, please email resume and cover letter to:
Ms. Laura Kim-Lowe - Education Program Assistant Director/ELL Instructor
lkim-lowe@more-empowerment.org

Open until filled.
MORE is a positive, encouraging, and collaborative work environment.
MORE values diversity and is an Equal Opportunity Employer.

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