Position: English as a Second Language (ESL) Teacher

Department: Education Services

Type: Part-time

Location: In office (Akron, Ohio), and in community or remote if needed

Organization:
The International Institute of Akron is 501(c)(3) nonprofit organization existing in Akron, Ohio for over 100 years. The heart of our mission has always been to foster a sense of home for immigrants in our community. We enrich the vitality of our local community by helping immigrants achieve an empowered life with dignity, connection, and belonging. We accomplish this by providing refugee resettlement case management, social services, employment services, education, language access, and immigration legal services to refugees and immigrants. Our vision is to foster a just, open, and vibrant multi-cultural community where immigrants are thriving because ALL people are treated with dignity and respect.

Job Description:
The English as a Second Language (ESL) Teacher’s job is to ensure that all students learn basic and essential English language skills including vocational English, and to improve their English language proficiency. The individual in this position will directly work with IIA clients, international refugees and foreign-born Summit County residents.

Responsibilities:

Instructional Process

- Implements and follows provided curriculum and materials in the classroom
- Creates ESL curriculum and additional materials as needed
- Prepares lesson plan outlines appropriate to the students’ abilities and needs, and submits outlines to the Coordinator, Education Programs for review
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
- Promotes student enthusiasm for the learning process
- Provides evidence of student progress to supervisor
- Demonstrates a strong grasp of subject matter and established methods of teaching English to Speakers of Other Languages (ESOL)
- Uses effective oral and written expression
Classroom Management

- Develops reasonable rules of classroom behavior that are consistently applied
- Takes necessary and reasonable precautions to protect students, materials and facilities
- Takes student attendance on a daily basis and reports this information to the Coordinator

Professional Growth

- Attends International Institute Instructors’ meetings and mandatory trainings
- Completes observations of Coordinator, Education Programs class instruction as offered and/or as requested
- Strives to improve classroom instruction by reading about current and established methods of teaching ESL

Student Evaluation

- Evaluates accomplishments of students on a regular basis using multiple assessment methods. Reports these evaluations to the Coordinator, Education Programs
- Respects the confidentiality of records and information regarding students in accordance with accepted professional ethics, and state and federal laws
- Submit final progress reports for each to student to the Coordinator, Education Programs when a student moves to another level and when requested
- Reports any student problems, such as behavioral issues or excessive absences, to the Coordinator, Education Programs

Other activities as directed by the Coordinator, Education Programs, or their designee.

Job Qualifications

Education:
- Preferred: Certification - Teaching English to Speakers of Other Languages (TESOL),
- Required: Undergraduate / Bachelor’s degree with concentration in Education, Teaching English to Speakers of Other Languages (TESOL), social sciences, or related areas

Other Skills (Preferred):
- Experience in teaching adults in a classroom setting
- Bilingual (including English) skills would be an added advantage
- Ability to work with diverse clients who require multicultural maturity
- Evidence of an ability to work independently

How to Apply:
- Send cover letter, resume, and references to: careers@iiakron.org with the subject “ESL Teacher”
- Applications will be accepted until the position is filled.
The International Institute of Akron (IIA) is an equal opportunity employer committed to diversity and inclusion. It is the policy of IIA to comply with all applicable federal, state, and local laws prohibiting employment discrimination. IIA is committed to providing an inclusive work environment free from discrimination and harassment. IIA does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQx community and other underrepresented groups.