

**The Irish International Immigrant Center
Director of Education Services
May 2019**

Background:

The IIC assists immigrant and refugee families from around the world as they integrate into American society. We are a vibrant welcome center that provides legal, education and wellness services, advocates for systemic change, and facilitates cross-cultural community building.

We are committed to supporting immigrant advancement in society, and we offer a range of courses, and tutoring opportunities to help give immigrants the skills, education, and confidence they need to earn a sustainable living, to contribute to economic development, and to integrate into society. We offer courses in English for Speakers of Other Languages, basic computer literacy, career advancement and citizenship education. Our Individual Achievement Program provides students with one-to-one coaching that supports them in achieving short-term and long-term career and education goals. Our Citizenship Engagement Program helps those who are on the journey to become new citizens become civically engaged.

The Director of Education Services leads our education program and is responsible for:

Program Leadership:

- Ensure program goals align to the strategic plan, IIC's curriculum guidelines and IIC's outcomes logic model. Revise curriculum and outcomes model as appropriate.
- Manage ESOL, Career Advancement, Individual Achievement Program and Citizenship Preparation courses.
- Supervise ESOL instructors, program volunteers, and interns. Lead recruitment, training, supervision and evaluation.
- Lead monthly Education Services staff meetings.
- Provide oversight and direction of Citizenship Engagement Program, ensuring goals are met.
- Work collaboratively with other program directors and staff to ensure full integration of services between our programs.
- Support the organizational leadership team by participating in regular meetings.

Instruction and Class Management:

- Oversee student intake, class assignment, wait-list, and ensure that pre- and post- course student assessments are performed.
- Provide student and teacher support when necessary.
- Assist with case management of IIC's Individual Achievement Program
- Ensure class attendance and performance of students in classes is recorded (data management).
- Oversee student assessment.
- Teach courses as needed – including technology/career advancement courses.

Other:

- Assist development team with grant and report writing. Provide bi-monthly internal reports and end of term reports.
- Perform other duties as required.

QUALIFICATIONS

- Enthusiastically committed to the vision, mission and values of the IIIC.
- Experience with Adult Basic Education
- Excellent leadership, organizational management, and event management skills.
- Strong computer skills, as well as excellent interpersonal skills with good judgment, an approachable style, and a sense of humor.
- BA degree in Education or related field required; MA or certification in TESOL preferred
- A minimum of 3 years' experience teaching ESOL to adults in a community based setting preferred
- Experience with language assessment
- BEST Plus certified preferred
- Candidates must be able to employ computer technology within the curriculum
- TechGoesHome teacher certification required within first 3 months of employment

Reports to: Executive Director

Status: 32 hours

ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER

Building on our Irish roots of welcoming others, social justice and human rights, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please see www.iiicenter.org.

WORKING AT THE IIIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. Our generous benefits package that includes health coverage, 20 vacation days, 14 holidays, and 5 sick days, 12 weeks paid family leave and a matching 3% 403b contribution.

HOW TO APPLY

The IIIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

Please send a cover letter and resume to career@iiicenter.org. For more information on the Irish International Immigrant Center please visit our website at www.iiicenter.org.

Application Deadline: Until position is filled.