



**The Global Institute of Lansing (GIL)**  
**Classroom Teacher Job Description – Reposted 5/18/2022**

**Job Title:** Classroom Teacher

**Pay:** \$30/hour

**Hours:** 30-35 hours/week during the school year and approximately 20 hours/week during the summer. Some evening and weekends required. *This position is in-person* (some remote hours may be available with approval from Executive Director).

**Reports To:** Executive Director

**Benefits:** None

**Supervisory Duties:** None

**Exempt/Non-Exempt:** Non-Exempt

**Start Date:** As soon as possible

**Deadline to Apply:** Open until filled

**About GIL:** *The Global Institute of Lansing (GIL) is a non-profit organization that provides adult refugees settled in the Lansing area educational assistance and the means to attain a high school diploma in an atmosphere of peace, respect, encouragement, and inspiration.*

**Job Summary:** To provide academic support to adult English Language Learners in a positive learning environment while they work towards earning a high school diploma.

**Responsibilities:**

- Manage classroom and assist students working on various classes
- Provide in-person one-on-one and small/large group instruction to supplement online classes
- Will help develop and teach a class for prospective students focusing on writing/grammar and basic math skills
- Occasionally work remotely with students over Zoom or Google Classroom
- Match students needing academic assistance with volunteer teachers
- Arrange field trips and other educational opportunities outside the classroom
- Monitor progress of students and review their progress with them
- Look for and help arrange continuing educational opportunities for volunteer teachers
- Keep up-to-date on curriculum used by the online school and how it impacts GIL's students
- Help maintain records used for grant reporting
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree or higher required
- Teaching certificate preferred (elementary or secondary)
- Prior classroom teaching experience required
- Bilingual/Multilingual preferred
- Must be flexible and able to adapt to different students working on a variety of classes at once
- Strong organizational and communication skills
- Ability to work with students from diverse backgrounds
- Ability to work collegially and collaboratively with other volunteer teachers and staff
- Strong technology background with the ability to integrate technology into the classroom
- Satisfactory completion of background checks

**TO APPLY:** Complete application (on website: [globalinstitutelansing.org](http://globalinstitutelansing.org)) and mail to:  
510 W. Ottawa Street, Lansing, MI 48933 or email to: [globalinstitutelansing@gmail.com](mailto:globalinstitutelansing@gmail.com)

*The Global Institute of Lansing (GIL) is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment. GIL does not discriminate in employment on the basis of race, color, religion, national origin, age, gender, disability status, sexual orientation, protected veteran status, or any other characteristic protected by law.*