



Kentucky Refugee Ministries, Louisville Family Center English as a Second Language (ESL) Instructor (part-time)

Summary

Kentucky Refugee Ministries seeks a part-time English as a Second Language (ESL) Instructor to teach adult clients at the Family Center. The Family Center provides comprehensive on-site services for refugee women with children from birth to five years old. Started in 2006 to serve mothers who were unable to attend regular KRM ESL classes due to childcare needs, the Family Center provides English as a Second Language (ESL) classes and cultural orientation to mothers while their children receive on-site childcare, early child development programming, and educational services.

The Family Center ESL Instructor will provide high-quality ESL education to students at varying English levels. Class size will fluctuate between 10 to 20 students. The ability to adapt to the needs of a multi-level environment is essential. As clients arrive throughout the year, KRM's ESL classes operate on an open enrollment basis, with newly arrived students continually cycling into class. Classes are offered year-round following the JCPS calendar for breaks and federal holidays.

KRM ESL instructors follow a curriculum covering functional survival English content areas. The emphasis is on helping adult refugee and immigrant students develop the basic verbal proficiency and vocabulary needed to navigate practical life, work and parenting situations. Successful applicants will demonstrate the ability to develop their own creative lessons and class activities to supplement the core curriculum and maintain an engaging, interactive student-centered classroom. ESL instructors must also be able and willing to provide guidance, teaching materials and support to volunteer tutors who work with students individually or in small groups during class time. The ESL Instructor will be supervised and supported by the Family Center Coordinator.

Essential Duties and Tasks

The Family Center ESL Instructor will teach one class, three mornings a week. Class times will be Monday, Tuesday and Thursday mornings from 9:30am to 12:00pm. Classes meet in-person. Some additional time will be available for lesson planning and administrative work, including recording of student attendance and attending staff meetings. Overall, this part-time position will be up to 12 hours a week.

Instructor responsibilities will include:

Teaching

- Teach a three-hour ESL class (with one 15-minute break) three days a week
- Disseminate accurate knowledge of functional English language structure and usage within the context of necessary everyday community navigation
- Empower and encourage students to use English in the classroom and their daily lives
- Assess student progress
- Connect students to needed community resources and provide, where possible, English language instruction related to accessing such resources and services
- Adapt curriculum based on current students' needs to ensure students are able to succeed within a reasonable time period
- Make announcements to students regarding agency programs, policies and events
- Work with classroom volunteers, tutors and interns to provide individual and small group ESL instruction

Administrative Tasks

- Track student attendance, absences and progress
- Assist in preparing regular narrative and program data reports
- Communicate with the Family Center Coordinator regarding class and student needs and progress
- Connect volunteers with individual students, small groups or classrooms as necessary
- Collaborate and communicate with other agency staff, including responding to emails and phone calls regarding student attendance and progress
- Attend required Family Center staff meetings and trainings

Job Requirements

- One year experience teaching ESL to adults is preferred
- Bachelor's or Master's degree required
- Previous cross-cultural experience required, preferably in a social service or educational setting

Specialized Skills

- Classroom management skills, particularly ability to teach a multi-level class and limited-English-proficient clients
- Ability to supervise volunteers in classroom and in individual tutoring arrangements to ensure effective teaching methods
- Organized and detail-oriented; capacity to provide clear documentation of services
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Strong interpersonal skills
- Demonstrated capability to effectively communicate orally and in writing
- Team-orientation; ability to work well with a diverse group of staff and volunteers

- Patience and strong commitment to client care, while at the same time adhering to agency mission of promoting client self-sufficiency
- Ability to work productively in an ever-changing environment with frequent interruptions
- Commitment to ethical conduct, maintaining appropriate boundaries with clients, and respecting client autonomy

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program (USRAP).

KRM Louisville also currently serves a sizable number of recently-arrived Cuban migrants, as well as a small number of individuals from various countries who have been approved for asylum and those applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply to become naturalized U.S. citizens. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide services to immigrants of all legal statuses.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

Compensation and Benefits

This is a part-time position, up to 12 hours a week, during normal business hours. Pay rate is commensurate with experience and background. Benefits include paid vacation, holidays, sick and personal days.

To Apply

Interested applicants should reply with a résumé and cover letter by Monday, August 9, to

Adrienne Eisenmenger
Family and Youth Services Manager/ Program Leader
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: aeisenmenger@kyrm.org

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.