



**Kentucky Refugee Ministries (Louisville)**  
**ESL Instructor**  
***Part time, 30 hours/week***  
***Fixed Term Contract April 1st-July 31st***

**Summary**

In the English language training program at Kentucky Refugee Ministries, students learn language skills that will assist them in navigating daily life in the US, including the consignment and retention of employment, interactions with school and local institutions, and those culturally rooted tasks which lay a foundation for continuing English language acquisition. Prior to enrollment, students' proficiency is assessed, and they are placed in classes based on their proficiency level. All classes are rolling enrollment and contain students from a diverse range of countries and languages.

Currently, KRM offers classes on-site at the KRM office located in the Highlands. We also offer classes located at the Americana Community Center in the Beechmont area of Louisville. This role would be providing instruction split between both locales.

The ESL Instructor will provide interactive, student-centered ESL instruction with an emphasis on spoken English. The ESL curriculum will be based on functional English related to a sequence of life-skills topics. There are existing curriculum materials, but ESL instructors are expected to build their own class-specific lesson plans based on the topics/thematic units of the overarching curriculum. In addition to teaching, this position involves planning and developing curriculum elements, formative assessments, and reporting student attendance.

Instructors will connect with other teachers, the Adult Education Manager, and case management staff to provide updates on student attendance, to refer students for various assistance and services, and to support long term growth and cultural navigation.

**Teaching Schedule**

1. ESL – Beginner- Americana - A class oriented toward students with little to no English language knowledge. This class will meet Monday/Wednesday/Friday from 10-12 at the Americana Community Center

2. ESL – High Beginner Americana -This class will meet Monday/Wednesday/Friday from 12-2 at the Americana Community Center. In progressive order to the beginning offering

3. ESL - Literacy 2 - KRM a Morning Literacy class, twice weekly, located at the KRM office in the highlands. T/TH 9:30-12:30

***Please Note: The teaching schedule is subject to change based on the student population and needs.***

All total, there are 18 contact hours per week with students, and 12 hours for class preparation and class-related administrative/reporting duties.

### **Teaching Responsibilities**

- Create a welcoming and supportive learning environment
- Implement lesson-planning and classroom management approaches that facilitate interactive language learning and practice
- Help students apply English to real-world contexts and situations, including accessing community resources
- Adapt ESL curriculum based on current students' needs to ensure student interest, understanding and progress
- Provide guidance and materials to classroom volunteer tutors and interns to provide individual and small group ESL instruction

### **Administrative Tasks**

- Track student attendance
- Communicate with the Adult Education Manager, ESL Coordinator, and other staff members about client progress, status, attendance and other matters relating to the client's resettlement
- Provide and track assessment and materials pertaining to student progress.

### **Job Requirements**

- At least one year of experience teaching ESL to adults, including in-person classroom teaching experience
- Bachelor's or master's degree
- Strong computer skills.
- Practical Experience instructing students with low Literacy.
- Experience learning/studying languages other than English.

### **Agency Profile**

A nonprofit organization founded in 1990, Kentucky Refugee Ministries (KRM) serves refugees and immigrants in Kentucky through offices in Louisville, Lexington and Covington.

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 immigrants preparing to apply for naturalization. KRM's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

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

### **Compensation and Benefits**

- Non-exempt position, 30 hours per week
- Pay rate is \$23.00/hour
- No paid time off or other benefits; this is a short-term contract position.

### **To Apply**

Interested applicants should email a résumé and cover letter by March 23rd.

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Only applicants selected for an interview will be contacted.