



Kentucky Refugee Ministries (Louisville)
ESL & Cultural Orientation Instructor
Full-time, 40 hours/week

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 finding and retaining employment, interacting with schools and local institutions, and accessing needed services, opportunities and necessary information.

Prior to enrollment, students' proficiency is assessed, and they are placed in classes accordingly. All classes are rolling enrollment and include 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 Louisville's South End. This teacher's classes will be split between both locales.

ESL 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.

Cultural Orientation. One day a week, currently on Wednesday mornings, KRM's ESL staff, with the use of bilingual interpreters, present a Cultural Orientation (CO) curriculum to clients in their native language. The established CO curriculum covers such topics as U.S. laws; resources, including public benefits; accessing healthcare and preventive health; employment; budgeting and personal finance; housing—tenants' rights and obligations; hygiene; safety and calling/interacting with the police; cultural adjustment and wellness; education; and other topics. The curriculum is supplemented by outside speakers from local service providers and organizations.

Teachers have the latitude to clarify and explain CO content and respond to client questions as part of their presentation of the curriculum.

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

The ESL Instructor will be scheduled to teach 19 classroom hours a week. The rest of his or time (21 hours a week) will be devoted to lesson and curriculum development, departmental or general staff meetings (once a month), and local travel.

1. ESL – True Beginner Level. A class oriented toward students with little to no English language knowledge. This class will meet on Zoom Monday and Friday and in-person on Tuesday and Thursday. (8 contact hours, 4 in-person, 4 online).

2. ESL – Beginner-Mid. Located at the Americana Community Center, this class is two days a week. (4 contact hours)

3. ESL - Low Intermediate. An afternoon high beginner/low intermediate class located at the Americana Community Center, this class is two days a week. (4 contact hours)

4. Cultural Orientation. Wednesday, 9:30 – 12:30. CO classes are organized by client language groups, i.e., separate sessions for Arabic speakers, Swahili speakers, and so forth. (3 contact hours)

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

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 (and Cultural Orientation) 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
- Contact students for online classes and troubleshoot student connectivity issues
- Communicate with the 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, including proficiency teaching via Zoom
- Practical Experience instructing students with low literacy.

- Experience studying languages in addition to English

Work Arrangements

- KRM staff are currently required to work at least four days a week, or 80% of scheduled hours, in-person, either in the office or the field. Remaining hours can be worked remotely.

Agency Profile

A nonprofit organization founded in 1990, Kentucky Refugee Ministries (KRM) serves refugees and immigrants 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 serves immigrants of all statuses. KRM also provides advocacy for 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, 40 hours per week
- Pay based on background and experience, between \$22.00 and \$23.00/hour
- Medical, dental, vision and life insurance; vacation, holidays, sick and personal days
- 401(k) retirement plan with a 2% fully-vested KRM match after one year of service

To Apply

Interested applicants should email a résumé and cover letter to:

Jonathan Kays
Adult Education Program Manager
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville KY 40204
jkays@kyrm.org

Only applicants selected for an interview will be contacted.