



Kentucky Refugee Ministries, Louisville ESL Teacher/Program Coordinator

Summary

KRM's Louisville office resettles over 250 refugees every year, and provides daily English as a Second Language (ESL) and Cultural Orientation (CO) classes to all employable adult clients. Currently, there are 40 students enrolled KRM's ESL/CO program.

In class, clients learn practical life-skills and work-readiness English to prepare them to navigate the complexities of a new country's culture and systems. With the knowledge of English, a client can ask questions about a program or service, and can be a more productive participant in any setting. The ESL Program Coordinator keeps the ESL school at KRM running smoothly, and provides support for ESL teachers, clients, and volunteers. The coordinator strives to maintain a positive, open, trusting environment among team members.

The ESL Program Coordinator conducts ESL tests upon intake, attends inter-departmental meetings, leads a bi-weekly ESL department meeting, tracks attendance, collects data and writes narrative for grant reports, manages volunteers, disburses bus passes to clients, and provides support for teachers and volunteers.

The ESL Coordinator is expected to be an experienced classroom teacher who will also teach his or her own daily ESL class.

Essential Duties and Tasks

ESL Teaching

1. Teach a daily three-hour ESL class to recently-arrived refugees utilizing best-practice classroom management to foster an interactive, student-centered learning environment
2. Supplement and expand on the core ESL and Cultural Orientation curriculum to develop lesson plans that support both refugees' language acquisition and social adjustment
3. Use own teaching experience to support the sharing and development of lesson plans, curriculum and classroom management ideas with other ESL teachers on staff

ESL Administration

1. Enroll clients in ESL upon their arrival
2. Administer pre and post English tests using BEST Plus English language assessment; record and report test results in databases

3. Administer formal and informal assessment tools to monitor student progress
4. Coordinate and support students, teachers, and volunteers in effective teaching so clients achieve English proficiency as soon as possible in their time of ESL attendance
5. Facilitate program administration, including data tracking and reporting
6. Maintain accurate record of client attendance; present weekly attendance reports to KRM case managers, Wilson Fish case manager and other KRM staff as needed
7. Maintain communication with KRM caseworkers regarding client or teacher concerns
8. Maintain program supplies and order when needed
9. Exit clients from ESL upon their employment or for reasons determined by KRM staff
10. Distribute bus passes/tickets to clients based on ESL class attendance; work with Wilson Fish Program Manager, caseworkers and employment staff to determine monthly passes/tickets
11. Attend weekly meetings which benefit clients and KRM
12. Utilize volunteer tutors and university interns to provide individual and small group tutoring sessions, oversee quality of training and materials provided, and find new ways to match volunteers to program needs
13. Run bi-weekly ESL Department meetings to disseminate information to teachers, and discuss ideas, concerns, or announcements from the teachers. Strive to keep everyone on track, and have a productive conversation each time

Reporting

1. Prepare trimester narrative and data program reports for grants.
2. Ensure all grant requirements are met. Train staff to follow grant guidelines so that grant funding is well spent, data is properly managed, and program is in compliance.
3. Track current progress towards program goals, and share information with other agency staff.

Job Requirements

- One year experience teaching ESL is required.
- Bachelor's or Masters' degree.
- Strong computer skills, including proficiency in MS Excel
- Previous cross-cultural experience required, preferably in a social service, development or educational setting

Specialized Skills

- Ability to work with clients of diverse nationalities and cultures.

- Teaching experience and classroom management skills, particularly ability to teach a multi-level class and limited-English-proficient clients.
- Ability to supervise ESL instructors to ensure effective teaching methods and classroom management.
- Ability to integrate volunteers into program.
- Ability to multi-task
- Detail-oriented and organized
- Record keeping skills

Capabilities

- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Ability to work both independently and as a member of a larger staff team
- Ability to effectively manage a variety of tasks, projects, and responsibilities
- Ability to work productively in an ever-changing environment with frequent interruptions

Agency Profile

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

Since 1995, through Church World Service/Immigration and Refugee Program (CWS/IRP), KRM has also resettled Cuban-Haitian entrants admitted under a special program administered by the U.S. Department of Citizenship and Immigration Services (USCIS).

Kentucky Refugee Ministries secures housing and medical care for refugees and provides them with comprehensive case management including employment services, educational and cultural orientation programming, and specialized programs for refugee youth and elders. KRM also offers classes for refugees and immigrants preparing to apply for U.S. citizenship and a full range of immigration legal services.

There is no religious messaging or proselytization connected with KRM's services.

Salary and Benefits

This is a 30-hour-a-week position with available benefits. Salary commensurate with experience and background.

To Apply

Interested applicants should reply by email with a résumé and cover letter by Monday, May 28th, to—

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