



Kentucky Refugee Ministries, Louisville ESL Instructor (part-time, 16 hours per week)

Summary

KRM enrolls over 300 students per year in English as a Second Language classes. Students learn language skills that will assist them in their resettlement process. ESL classes are taught year-round and in 12-week cycles. The classes are rolling enrollment.

The ESL classes focus on survival English such as health, consumer economics, job readiness and community resources. A strong ESL foundation can lead to a higher-paying job placement, career or educational advancement, and a greater sense of belonging in the community.

The ESL Instructor provides high-quality ESL education to beginning level, adult learners. In addition to teaching, this position involves planning and maintaining a 12 week curriculum. The ESL Instructor must implement a communicative student-centered instructional approach. The ESL Instructor also works closely with volunteers who assist with class lessons. Flexibility, strong communication and organizational skills are a must.

Essential Duties

The ESL Instructor will teach one class, four afternoons a week, focusing on language skills that will best prepare students for the workforce and day-to-day life in Louisville. Classes will be held from 12:45 to 3:45 PM on Monday, Tuesday, Thursday and Friday

Teaching Responsibilities

- Disseminate accurate knowledge of the English language appropriate with student proficiency level
- Track student attendance and progress
- Adapt curriculum based on current students' needs to ensure students are able to succeed within a reasonable time period
- Connect students with community resources and services as needs arise
- Work with classroom volunteer tutors and interns to provide individual and small group ESL instruction

Administrative Tasks

- Track student attendance and absences
- Assist in preparing regular narrative and program data reports

- Communicate with other teaching staff about class and student needs and progress
- Inform ESL Coordinator or case management staff of any client needs or barriers that may affect progress to self-sufficiency
- Provide training materials for volunteers and interns
- Connect volunteers with individual students, small groups or classrooms as necessary
- Respond to emails and phone calls from other KRM staff in regard to student attendance and progress

Job Requirements

- One year experience teaching ESL to adults 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 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 tracking of student attendance and records
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers

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 legally admitted to the United States through the State Department's Refugee Admissions Program. Currently, KRM's Louisville office currently receives 275 to 330 newly-arrived refugees a year. KRM's Lexington office, opened in 1995, receives over 200 refugee arrivals a year.

KRM Louisville also currently serves 300 recently-arrived Cuban immigrants a year, as well as small number of individuals from various countries who have been approved for asylum or are 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 for U.S. citizenship. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide a services to immigrants of all statuses.

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

Salary and Benefits

This is a part-time position without benefits. Pay is commensurate with experience and background.

To Apply

Interested applicants should email a résumé and cover letter by Tuesday, April 30th, to—

Katie Mills
ESL Coordinator Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
kmills@kyrm.org

Selected applicants will be contacted for an interview.