



**Kentucky Refugee Ministries, Lexington
ELT and Citizenship Instructor (full-time)**

As part of a small, dynamic office, the English Language Training (ELT) and Citizenship Instructor will create and implement lesson plans and English learning activities for newly-arrived refugee adults along with coordinating and teaching the Citizenship preparation class. Basic responsibilities will include teaching four classes per week to adult English learners, teaching three Citizenship classes per week to permanent residents, lesson planning, curriculum development, and assisting in the administration of both programs. Additional duties will include intermittently teaching smaller classes such as ACT preparation class for English language learners, basic English interview practice sessions for client job readiness, advising on curricula for other courses offered at KRM, and participation in office-wide reporting, events, and outreach efforts.

The overall student base will include adult clients of KRM of varying levels of English proficiency—with diverse educational, cultural, ethnic, religious, and vocational backgrounds. The Instructor will be expected to teach English classes that lead to job readiness and supplement the cultural orientation process. The instructor will also be expected to work closely with the Lexington legal team and Citizenship instructors in Louisville to provide the best learning opportunities for Lexington area permanent residents to pass their Citizenship interviews.

In keeping with KRM's objective of promoting refugee self-sufficiency, the Language team will seek to instruct clients in such a way as will aid in employment early within their resettlement, usually four to six months after arrival. However, ELT opportunities and referrals will also be offered to clients who have been in the United States for longer periods.

ELT and citizenship program efforts and outcomes must be case-noted and tracked with required supporting documentation (attendance logs, test results recorded electronically, etc). Various grants fund the courses offered; the instructor will need to gain familiarity with these grants to help ensure compliance with grant requirements as well as KRM policies and procedures. Good office and organizational skills are a must. Ability to learn and use various software systems for testing, documentation, and reporting is important.

Essential Duties

Working under the supervision of the KRM Lexington Office Director and the KRM Louisville Citizenship Coordinator, the ELT/Citizenship Instructor will carry out the following activities:

- Teach four adult ELT classes per week; teach three citizenship classes per week
- Create interactive and job readiness based lesson plans for newly arrived refugee adults; supplement citizenship curriculum with dynamic lesson plans/activities
- Foster an accepting and welcoming environment for all students
- Communicate with ELT Language team and Citizenship team about needed supplies and help with various administrative needs—case noting, reporting, attendance tracking, testing, etc.
- Schedule and give BEST Plus entrance and exit exams to both Citizenship and ELT students (must attend a 6 hour training in Louisville to administer tests)
- Raise awareness of KRM’s free citizenship class, and recruit students around the Lexington area community for the class
- Train and supervise volunteers for citizenship program
- Aid in curriculum and lesson plan development for the Job Readiness Activities class and collaborate with the Employment Team
- Coordinate and implement programming for ACT preparation class and other literacy, ELT, and adult learning programs
- Identify needs and opportunities to introduce new classes or learning programs for KRM clients or the immigrant community in Lexington, as needed
- Document all refugee ELT services and Citizenship activities per program guidelines
- Participate in team and office meetings and other events/initiatives from time to time.

Agency Profile

Founded in 1990 as a nonprofit agency, KRM is a local affiliate the national network of agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department’s Refugee Admissions Program. The KRM Lexington sub-office opened in 1998 and currently receives refugee arrivals from Afghanistan, Burundi, Congo, Iraq, Syria, and Ukraine.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ELT and cultural orientation, and various specialized programs. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal services.

Job Requirements

- **One year of experience teaching adult ESL required (not negotiable). This can be in paid or unpaid positions.**
- College degree required
- Familiarity with the U.S. Citizenship Interview process is necessary, but this can be learned if you are an attentive, interested learner
- Must be comfortable teaching American History and Civics from Citizenship Curriculum
- BEST-Plus trained (ideal but not required)
- Must have experience with curriculum development
- Self-motivated
- Needs to be able to demonstrate flexibility and creativity in the classroom
- Experience with the ACT exam highly desired
- Strong computer and organizational skills, including proficiency in MS Excel and ability to learn specialized software for tracking and documenting client enrollments and attendance
- Eagerness to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Passion for serving limited-English-proficient clients and helping them progress toward self-sufficiency in Kentucky
- Outstanding English communication skills (written and verbal); additional language skills would also be beneficial
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients, staff, volunteers, and the public when representing KRM
- Strong attention to detail and ability to provide clear documentation of services
- Team orientation - ability to work in coordination with agency resettlement staff and the legal team
- Patience and strong commitment to providing individualized language services to refugee clients

Additional Job Information

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY with occasional training or meetings in Louisville. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on course schedules that the Instructor will set. The ability to drive and transport clients by car is preferred but not required.

To Apply

Submit a résumé and cover letter (with “ELT Instructor” in the subject line) by 5pm on May 10, 2019 to:

Mary Cobb
KRM Lexington Director
mcobb@krmlex.org