



Kentucky Refugee Ministries, Louisville
English as a Second Language (ESL) Instructor (part-time)

Summary

Kentucky Refugee Ministries seeks a part-time contract English as a Second Language (ESL) Instructor to teach adult clients at the Family Center. The Family Center provides comprehensive on-site services for refugee women with children from birth to five years old. Started in 2006 to serve mothers who were unable to attend regular KRM ESL classes due to childcare needs, the Family Center provides English as a Second Language (ESL) classes and cultural orientation to mothers while their children receive on-site childcare, early child development programming, and educational services three mornings per week. Class times will be Monday, Tuesday and Thursday mornings from 9:30 a.m. to 12:00 p.m. Some additional time will be available for lesson planning and administrative work, including recording of student attendance and attending staff meetings. Overall, this part-time position will be up to 12 hours a week.

Class size will fluctuate between 15 to 20 students and will primarily consist of students at a pre-literate level. The class will be a team-teaching approach, working in conjunction with the current Family Center ESL Instructor. This teaching team will collaborate to divide the students between the two instructors appropriately. The ability to adapt to the needs of a multi-level environment is essential. As clients arrive throughout the year, KRM's ESL classes are operated on an open enrollment basis, with newly-arrived students continually cycling into class. Clients can remain at the Family Center up to five months after arrival. Classes are offered year-round following the JCPS calendar for breaks and federal holidays.

KRM ESL instructors follow a curriculum covering functional survival English content areas. The emphasis is on helping adult refugee and immigrant students develop the basic verbal proficiency and vocabulary needed to navigate practical life, work and parenting situations. Successful applicants will demonstrate the ability to develop their own creative lessons and class activities to supplement the core curriculum and maintain an engaging, interactive student-centered classroom. ESL instructors must also be able and willing to provide guidance, teaching materials and support to volunteer tutors who work with students individually or in small groups during class time. The ESL Instructor will be supervised and supported by the Family Center Coordinator.

Essential Duties and Tasks

Under the supervision of the Family Center Coordinator, the Family Center ESL Instructor will carry out the following activities:

- Teach a three-hour ESL class (with one 15-minute break) three days a week
- Follow and develop ESL curriculum materials in collaboration with current Family Center ESL Instructor
- Record client class attendance
- Utilize ESL volunteers
- Make announcements to students regarding agency programs, policies and events
- Attend required Family Center staff meetings and trainings
- Collaborate and communicate efficiently with other agency staff as needed

Required Qualifications

- Previous teaching experience
- College degree required
- Previous cross-cultural experience
- Ability to work in a collegial, collaborative manner with other Family Center, ESL and agency staff

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 approximately 380 newly-arrived refugees a year. KRM also has an office in Lexington which receives over 240 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 and those applying for asylum. KRM secures housing and medical care for clients and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for immigrant 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 contract position. Pay will be commensurate with experience and background.

To Apply

Interested applicants should reply by email with a résumé and cover letter by Friday, September 20, to:

Adrienne Eisenmenger
Family and Youth Services Manager/ Program Leader
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: aeisenmenger@kyrm.org

Selected candidates will be contacted for an interview.

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