



Kentucky Refugee Ministries, Louisville ESL Instructor (part-time, 15 hours per week)

Summary

KRM enrolls over 500 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 currently taught year-round on Zoom and focus on essential, day-to-day language. In-person offerings with appropriate health and safety precautions are also available for preliterate students. All classes are rolling enrollment.

The ESL Instructor will provide high-quality ESL education to preliterate level adult learners. In addition to teaching, this position involves planning and maintaining a curriculum. The ESL Instructor also works closely with volunteers who assist with class lessons. Due to the many moving pieces in each ESL class, strong communication and organizational skills are a must.

Essential Duties

The ESL Instructor will teach one, preliterate level class, two mornings a week, focusing on language skills that will best prepare students for the workforce and day to day life in Louisville. **This class will be held from 9:30 AM to 12:30 PM on Tuesday and Thursday.**

COVID Work Arrangements

This classroom instruction will be provided in-person, not remotely. In accordance with KRM's current hybrid work arrangement allowing 60% of scheduled time to be worked remotely, lesson preparation and administrative work can be performed at home. The in-office requirement may change in line with public health metrics on community COVID risk.

Teaching Responsibilities

- Disseminate accurate knowledge of the English language
- Engage students in interactive language learning and practice
- Help students apply English to real-world contexts and situations, including accessing community resources
- Adapt curriculum based on current students' needs to ensure students are able to succeed within a reasonable time period
- Work with other staff to ensure that students are able to access public transportation

- Work with classroom volunteer tutors and interns to provide individual and small group ESL instruction

Administrative Tasks

- Track student attendance and absences
- Communicate with other teaching staff about class and student needs and progress.
- Provide training materials for volunteers and interns.
- Respond to emails and phone calls from other KRM staff, in regards to student attendance and progress

Job Requirements

- One year experience teaching ESL to adults is required.
- Bachelor's or Master's degree.
- Strong computer skills
- 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
- 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
- Ability to effectively manage a variety of tasks, projects, and responsibilities

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

In addition to refugees, KRM Louisville also currently serves Cuban immigrants, as well as small number of individuals from various countries who have been approved for asylum, are applying for asylum, or are otherwise resident in Kentucky.

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, victims of crime, and the arts. KRM also

offers citizenship classes for legal permanent residents 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.

Compensation

This is a part-time position, 15 hours per week, without benefits. Pay rate is based experience and background.

To Apply

Interested applicants should email a résumé and cover letter to

Irene Levy Yates
ESL Coordinator
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville KY 40204
iyates@kyrm.org

The position will remain open until filled. Only applicants selected for an interview will be contacted.