



Kentucky Refugee Ministries, Louisville
ESL & Cultural Orientation Instructor
(30 hours per week)

Summary

KRM has over 250 adult recently-arrived refugee and immigrant students enrolled in English as a Second Language (ESL) classes. Students learn language skills that will assist them in navigating daily life, including employment. Students attend both in-person and online classes, generally for their first three months after arrival, sometimes longer. Prior to enrollment, students' proficiency is assessed and they are placed in based on their proficiency level. Classes are offered at four proficiency levels. All classes are rolling enrollment, and will likely contain students from a diversity of countries.

The ESL Instructor will provide interactive, student-centered ESL instruction with an emphasis on spoken English, with instruction on grammatical structure, reading, writing and listening mixed in. The curriculum will be based on functional English related to a sequence of life-skills topics. There are existing curriculum materials, but ESL instructors are encouraged to supplement and expand on topics with their own lesson plans.

In addition to teaching, this position involves planning and developing curriculum and reporting student attendance.

One morning a week, all ESL students attend a Cultural Orientation (CO) session which is presented in their native language. There is a prescribed curriculum of CO topics and content which the ESL Instructor will present through a bilingual interpreter. Community speakers will also present on the selected topic. Students are encouraged to ask questions during CO sessions.

Teaching Schedule

The ESL and Cultural Orientation Instructor will teach two ESL classes four days a week: Mondays and Fridays are online teaching days via Zoom. Tuesdays and Thursdays classes meet in-person at KRM. Wednesday morning there is an in-person Cultural Orientation session. Teaching hours will total 19.5 a week, with 10.5 hours for preparation and administration.

1. ESL. One beginning-level ESL class in the morning from **10:00 – noon**, four days a week. The class meets Monday and Friday on Zoom and Tuesday and Thursday in-person at KRM. (8 contact hours)
2. ESL. A second early afternoon beginning-level ESL class from **1:00 to 3:00**. This class will also meet on Zoom Monday and Friday and in-person on Tuesday and Thursday. (8

contact hours)

3. Cultural Orientation. On Wednesday morning, the instructor will teach one Cultural Orientation session from **9:00 to 12:30**. (3.5 contact hours)

Teaching Responsibilities

- Create a welcoming and supportive learning environment
- Implement lesson-planning and classroom management approaches that facilitate interactive language learning and practice
- Help students apply English to real-world contexts and situations, including accessing community resources
- Adapt ESL and citizenship curriculum based on current students' needs to ensure student interest, understanding and progress
- Provide guidance and materials to classroom volunteer tutors and interns to provide individual and small group ESL instruction

Administrative Tasks

- Track student attendance
- Contact students for online classes and troubleshoot student connectivity issues
- Communicate with the ESL Coordinator about client progress, status, attendance and other any other matters pertinent to the client's resettlement

Job Requirements

- At least one year of experience teaching ESL to adults, including in-person classroom teaching experience
- Bachelor's or Master's degree
- Strong computer skills, including proficiency teaching via Zoom

Work Arrangements

- KRM currently has an in-office requirement of 60% of scheduled work hours for all employees, with a 40% allowance for remote work
- All KRM staff must provide proof of vaccination against COVID-19

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky.

In addition to refugees, KRM serves Afghan, Ukrainian and Cuban parolees, and individuals from various countries who have been approved for, 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 immigrants preparing to apply for U.S. citizenship. KRM's immigration legal services offices include six full-time immigration attorneys, who provide services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

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

Compensation and Benefits

- Non-exempt position, 30 hours per week
- Pay rate based \$19.50 to \$22.50/hour based on experience
- Benefits: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP); 401(k) retirement plan after one year of service

To Apply

Interested applicants should email a résumé and cover letter by Tuesday, May 9th, to—

Jonathan Kays
ESL Coordinator
Kentucky Refugee Ministries
969-B Cherokee Road Louisville KY 40204
jkays@kyrm.org

Only applicants selected for an interview will be contacted.