



Kentucky Refugee Ministries (Louisville)
Digital Literary Instructor
32 hours per week

Summary

Adult ESL & Cultural Orientation Program. KRM has over 600 adult recently-arrived adult refugee and immigrant students enrolled in English as a Second Language (ESL) and Cultural Orientation Program. ESL students learn language skills that will assist them in navigating daily life, including employment, accessing community resources, and continuing to learn English. Students attend both in-person and online classes, generally four days a week for their first three months after arrival, sometimes longer. Prior to enrollment, students' are assessed, and placed in classes based on their proficiency level. Classes are offered at six proficiency levels. All classes are rolling enrollment and contain students from a diverse range of countries and languages.

One day a week, KRM's ESL staff, with the use of bilingual interpreters, present a Cultural Orientation curriculum to clients in their native language. The Cultural Orientation curriculum covers such topics as U.S. laws; resources, including public benefits; accessing healthcare and preventive health; employment; budgeting and personal finance; housing—tenants' rights and obligations; hygiene; safety and calling/interacting with the police; cultural adjustment and wellness; education; driver's education; and other topics. The curriculum is supplemented by outside speakers from local service providers and organization. Separately, students also attend a series of job readiness trainings.

Digital Literacy Training. Digital literary training is a necessary adjunct to KRM's educational, orientation and job readiness programming. The Digital Literary Instructor will provide instruction and programming to equip KRM clients with the computer and technology skills to access needed community resources and information, and to find employment.

The training program will offer group computer classes, individual instructor-led computer instruction, and self-directed computer exploration, all with a focus on employment, life skills and access to community resources and information. Classes are fully interactive and cover a range of subjects - from computer basics to advanced office/suite programs and Internet applications.

The instructor has responsibility for administrative tasks that will ensure the smooth, efficient operation of a program that is beneficial to refugee clients from various cultural and educational backgrounds with limited to advanced English proficiency. The instructor works closely with other training programs while developing and operating the digital literacy program. All instruction is oriented to clients' ***technical and linguistic proficiency.***

Teaching Schedule

Digital Literacy. The Digital Literacy Instructor will teach work three eight-hour days, ***Tuesday, Wednesday and Thursday*** (24 hours). These will be the heaviest instructional days, as students attend in-person ESL classes on Tuesdays and Thursday, and Cultural Orientation on Wednesday mornings. The ESL Coordinator and KRM's ESL Instructors will schedule their students for small group digital literary instruction in KRM's small computer lab, which can accommodate around a dozen students.

Elective Instruction. The Digital Literacy Instructor will spend an additional eight hours, on either ***Monday or Friday***, providing elective instruction to clients in the computer lab. This will include a scheduled two-hour advanced computer class for clients desiring more in-depth computer training. Additional instructional hours will include working with young adult students applying for community college and other higher educational opportunities, and with clients needing support in searching or apply for jobs online or accessing other resources and information online.

Essential Duties

1. Design and prepare language lessons on practical computer and digital media topics that are appropriate for classes of students who have a wide range of computer exposure and ability
2. Develop tiered-instructional methods appropriate of students' varying levels of English literacy and digital literacy
3. Work with ELT classroom teachers to design computer-based lessons that reinforce the skills and vocabulary they are learning in the ELT classes, as appropriate
4. Develop a basic curriculum focused on practical computer/digital skills that students might need in work, school, or everyday life, with a specific focus on the digital job requirements and expectations from local employers
5. Assist students with the online application processes for both employment and higher education, giving some instruction on digital test-taking skills relevant to local education programs
6. Teach intermediate and advanced language specific classes by incorporating technology into lesson plans and activities
7. Work with the appropriate staff to recruit and train volunteers for the program.
8. Work with the employment team to ensure that the lessons are preparing students for all of their technology related employment needs

Administrative Tasks

1. Monitor and maintain a record of clients' participation and progress and develop a training plan with specific objectives based on performance outcomes
2. Schedule and register students for the classes and ensure that the computer equipment is adequate for the training

3. Submit statistical and narrative reports providing information about computer program activities and performance outcomes and work with appropriate staff in developing an annual service plan
4. Perform basic maintenance on all computers in the lab
5. Perform other duties as assigned

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 using a variety of digital mediums for instructions
- Experience using jobsite and educational specific online portals and programs
- Practical experience instructing students with low literacy
- Experience studying foreign languages

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. To provide direct instruction and maintain accessible access for clients in the computer lab, the Digital Literacy Instructor may have to work a higher percentage of in-person hours.
- 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, Cuban and Haitian 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 naturalization. KRM's immigration legal services office provides 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, 32 hours per week
- Pay based on background and experience, between \$21.00 and \$22.00/hour

- Medical, dental, vision and life insurance; vacation, holidays, sick and personal days
- 401(k) retirement plan with a 5% fully-vested KRM match after one year of service

To Apply

Interested applicants should email a résumé and cover letter by Wednesday, December 13th to:

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

Only applicants selected for an interview will be contacted.