



**Kentucky Refugee Ministries (Louisville)**  
**ESL & Cultural Orientation Instructor**  
*Full-time, 35 - 40 hours/week*

**Summary**

**ESL.** KRM has over 600 adult recently-arrived refugee and immigrant students enrolled in English as a Second Language (ESL) and Cultural Orientation (CO) Program. In ESL, students learn language skills that will assist them in navigating daily life, including employment, and lay a foundation for continuing English language acquisition. 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' proficiency is assessed, and they are 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.

The ESL & CO Instructor will provide interactive, student-centered ESL instruction with an emphasis on spoken English. The ELS curriculum will be based on functional English related to a sequence of life-skills topics. There are existing curriculum materials, but ESL instructors are expected to build their own class specific lesson plans based on the topics/thematic units of the overarching curriculum. In addition to teaching, this position involves planning and developing curriculum elements, formative assessments, and reporting student attendance.

**Cultural Orientation.** One day a week, on Wednesday mornings, KRM's ESL staff, with the use of bilingual interpreters, present a Cultural Orientation (CO) curriculum to clients in their native language. The established CO 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; and other topics. The curriculum is supplemented by outside speakers from local service providers and organization.

Teachers have the latitude on to clarify and explain CO content, and respond to client questions as part of their presentation of the curriculum.

Instructors will connect with other teachers, the ESL coordinator, and case management staff to provide updates on student attendance, to refer students for various assistance and services, and to support long term growth and cultural navigation.

**Teaching Schedule**

At a minimum, this instructor will teach three ESL classes four days a week. One session of Cultural Orientation on Wednesdays can also be added for a five-day-a-week schedule.

Mondays and Fridays are online teaching days via Zoom. Tuesdays and Thursdays classes meet in-person at KRM. ESL Teaching hours will total 22 a week, with 13 hours for preparation and administration. Cultural Orientation classes meet in person on Wednesday mornings, adding three contact and two prep and admin hours.

1. ESL - Literacy Level. Two morning in-person classes from 9:30 – 12:30 on Tuesdays and Thursdays. (6 contact hours, all in-person)
2. ESL - High Beginning/Low Intermediate Level. One early afternoon high beginning/low intermediate level ESL class from 1:00 to 3:00. This class will meet on Zoom Monday and Friday and in-person on Tuesday and Thursday. (8 contact hours, 4 in-person, 4 online).
3. ESL - Beginning Level. An afternoon Beginner English class from 3:00 to 5:00. This class will also meet on Zoom Monday and Friday and in-person on Tuesday and Thursday. (8 contact hours, 4 in-person, 4 online)
4. Cultural Orientation. Wednesday, 9:30 – 12:30. CO classes are organized by client language groups. For example, there is a separate session for Arabic speakers, Swahili speakers, and so forth. (3 contact hours).

***Note: Candidates can elect a 5-day, 40-hour per week teaching schedule including Cultural Orientation or a 4-day, 35-hour week comprised of the three ESL classes.***

The teaching schedule is subject to change based on the student populations and needs.

### **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 Cultural Orientation) 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 and other staff members about client progress, status, attendance and other matters relating to the client's resettlement
- Provide and track assessment and materials pertaining to student progress.

### **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
- Practical Experience instructing students with low Literacy.
- Experience studying languages in addition to English

### **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, Cuban and Haitian entrants, 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, 35 or 40 hours per week, depending on schedule
- 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 Tuesday, December 12<sup>th</sup> to:

Jonathan Kays  
ESL Coordinator  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville KY 40204  
[jkays@kyrm.org](mailto:jkays@kyrm.org)

Only applicants selected for an interview will be contacted.