



refugee development center

Position Description

English Teaching Assistant:

The English Teaching Assistant will support the planning and delivery of instruction for adult English-language-learning students. Candidates must be organized, have strong interpersonal skills and the ability to be flexible.

HOURS: Part-time position available; some evenings until 7:30pm required

TIMELINE: Applications will be accepted until position is filled

PAY: \$17.50-\$19.50 hourly (based on experience and certifications)

Education/Certification

- Bachelor's Degree or 1 year classroom experience with adult language learners
- Curriculum development experience
- Lesson Design experience
- TESOL certification preferred

Qualifications

- Some prior experience teaching English in a community education setting
- Organizational skills to track and record various points of data
- Computer skills sufficient to perform essential functions
- Demonstrated cross cultural sensitivity
- Strong interpersonal skills both written and verbal
- Ability to be flexible and work in a dynamic environment
- Ability to work with a diverse adult population, varying skill level and age ranges
- Ability to work non-traditional hours including evenings and weekends.
- Desired: Bilingual or multilingual

Responsibilities and Duties

- Develop lessons and deliver instruction to adult English language learners
- Adapt instruction to allow learners to meaningfully access the lesson content
- Maintain complete and accurate records of student's progress
- Create a welcoming, supportive, and positive learning environment
- Develop motivation techniques to keep participants engaged in the program
- Provide students with appropriate feedback to on their learning progress
- Attend staff meetings and professional development as appropriate
- Recruit and retain students
- Promote positive working environment through commitment to work and constructive communication

- Other duties as assigned

Additional Requirements

- Pass criminal background check
- Valid Driver's License and Reliable Vehicle

FOR CONSIDERATION please follow the guidelines below:

How to Apply:

To apply: after completing this [google form](#), send resume & cover letter, complete with reference contact information, to Margaret Tassaro, English Language Programs Director at mtassaro@rdclansing.org until the position is filled.

EEO Statement:

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.