



# refugee development center

## Position Description

### **Adult Education Instructor—English Instructor and Digital Literacy Instructor:**

The position requires teaching non-English-speaking adults the fundamentals of the English language, coordinating this program with work and social survival skills and creating a curriculum and environment that promotes learning, personal growth and ongoing educational interest. The teacher must prepare and facilitate lesson plans and instruction for ESL students while testing monitoring pupil progress using Michigan standardized CASAS testing.

**HOURS:** 12 hours per week minimum; up to full time possible depending on classes available.

**TIMELINE:** Applications will be accepted until position is filled

**PAY:** Based on experience and certifications (\$17.50- \$21.00 hourly)

**BENEFITS:** health, dental, vision, retirement match and generous PTO.

### **Qualifications**

- Prior experience teaching English in a community education setting
- Organized, have strong interpersonal skills and the ability to be flexible.
- Computer skills sufficient to perform essential functions
- Demonstrated cross cultural sensitivity
- Strong interpersonal skills both written and verbal
- Knowledge of the U.S. public school system/state and community resources
- Ability to work non-traditional hours including evenings and weekends.
- Ability to work with a diverse adult population, varying skill level and age ranges
- Familiarity with CASAS online assessment program or other standardized testing, and program achievement levels
- Preferred Familiarity with Measurable Skill Gain performance measures
- Preferred Familiarity with Federal Workforce Investment Opportunity Act (WIOA) funding & requirements.
- Desired: Bilingual or multilingual
- Desired: previous experience working with refugees

### **Desired Education/Certification**

- K-12 Certification in Language Arts/6-12 English as a Second Language or MA TESOL and 2 years experience teaching adult language learners

### **Responsibilities and Duties**

- Plan, organize, and provide instruction in English to adult language learners including computer/digital literacy instruction
- Develop and deliver lesson plans utilizing a broad range of appropriate differentiated

techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets, and allow English language learners to meaningfully access instructional programming

- Maintain complete and accurate records of student's progress and evidence of growth
- Provide a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility and enhance motivation
- Create lesson plans and modify accordingly throughout the year
- Develop motivation techniques to keep participants engaged in the program
- Grade student work and provide students with appropriate feedback to students to enhance student learning
- Attend staff meetings and professional development as appropriate
- Recruit and retain students
- Compose narrative reports
- Promote positive relationships and appropriate social skills
- Enter all client data and case notes in database
- 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 Erika Brown-Binion, Executive Director at [ebrown@rdclansing.org](mailto:ebrown@rdclansing.org) by March 31<sup>st</sup> or until the position is filled. Call Erika at 517-999-5090 with questions.

#### **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.