



refugee development center

Position Description

English Teacher:

The English Teacher will teach English-language-learning adults the essential components of language: listening, speaking, reading, and writing. The teacher will prepare and deliver lessons that focus on the English language needed for social survival skills and the workplace. The teacher will use assessment tools, including the CASAS test, to monitor student learning and adapt teaching strategies.

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

TIMELINE: Applications will be accepted until position is filled

PAY: Based on experience and certifications: Full time \$41,600-\$52,000 annually; Part time \$20-\$25 hourly

Qualifications

- Prior experience teaching English in a community education setting
- Organizational skills to track and record various points of data, including attendance, assessments, and registration information
- Experience working with individuals to set learning goals and/or promote career advancement
- 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
- Familiarity with the CASAS assessment or other standardized testing programs
- Ability to work non-traditional hours including evenings and weekends.
- Desired: Bilingual or multilingual
- Desired: previous experience working with refugees

Required 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 lessons and deliver instruction to adult English language learners, focusing on the listening, speaking, reading, and writing skills needed for social survival and the workplace
- Adapt instruction to allow English language learners to meaningfully access the

lesson content

- Maintain complete and accurate records of student's attendance and learning 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
- Compose narrative reports as needed
- Promote positive working environment through commitment to work and constructive communication
- 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 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.