



refugee development center

Position Description

Adult Education Instructor—English Instructor:

The position requires teaching English language learning adults the fundamentals of the English language and digital literacy skills. Teaching will focus on workforce readiness, social and cultural integration, and fostering students' goals. The instructor will prepare and deliver lessons, monitor student progress, facilitate a resource room, and develop relevant workshops. This Instructor may be responsible for teaching the following courses: Emergent English, Beginner English, Advanced English, Computer Class.

HOURS: full time

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
- Strong interpersonal skills and the ability to be flexible.
- Demonstrated cross cultural sensitivity
- Ability to work non-traditional hours including evenings
- Ability to work with a diverse adult population, varying skill level and age ranges
- 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 English language instruction to adult learners, including computer and digital literacy instruction
- Develop and deliver lesson plans that target all aspects of communication: reading, writing, speaking, and listening
- Facilitate a Resource Room, that includes connecting adults to employment resources, developing students' computer skills, monitoring driving simulators, and other related tasks
- 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
- Recruit and retain students
- Assess student work and provide students with appropriate feedback to students to enhance student learning
- Attend staff meetings and professional development as appropriate
- Promote positive relationships and appropriate social skills
- Enter all student data and case notes in database
- Other duties as assigned

Additional Requirements

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

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, Adult Education Director mtassaro@rdclansing.org by April 3rd or until the position is filled. Call Margaret 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.