



refugee development center

Position Description

ESOL Teacher (part time with full time potential):

Candidate will provide English instruction to adult English language learners using curriculum aligned to the Workforce Innovation and Opportunity Act. Candidate should have previous experience teaching English for speakers of other languages. Candidate must be organized, have strong interpersonal skills and the ability to be flexible.

HOURS: Monday, Tuesday, Wednesday, and/or Thursday evenings (5:30-7:30) / additional hours and FT possible, depending on teaching more classes and additional responsibilities assumed; position starts JANUARY 2024

TIMELINE: Applications will be accepted until NOVEMBER 3, 2023

PAY: Based on experience and certifications (\$17.00- \$21.00 hourly)

BENEFITS: RDC offers health, retirement and generous PTO.

QUALIFICATIONS

Required Education/Certification

- K-12 Certification and/or MA TESOL
- Actively pursuing certification in TESOL or teaching.
- Preferred 2 years experience teaching adult language learners

Qualifications

- Prior experience teaching English in a community education setting
- Computer skills sufficient to perform essential functions
- Demonstrated cross cultural sensitivity
- Strong interpersonal communication skills both written and verbal
- 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
- Desired: previous experience working with refugees
- Desired: Bilingual or multilingual

Responsibilities and Duties

- Create lesson plans that meet the individualized needs of students
- Provide instruction to a diverse group of adult English language learners
- Work with volunteers and provide them guidance on how to support student learning
- Track student progress by identifying skills achieved
- Attend staff meetings and professional development as appropriate
- Recruit and retain students
- Compose narrative reports
- Promote positive relationships and appropriate social skills
- Enter client data and case notes in database
- Other duties as assigned

FOR CONSIDERATION please follow the guidelines below:

Complete the application below and upload required documents. If you have trouble uploading, feel free to email to ebrown@rdclansing.org

1. [Application](#)
2. Resume
3. Cover letter