



refugee development center

Position Description

ESOL Teacher:

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

TIMELINE: Applications will be accepted until the position is filled

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 in Language Arts/6-12 English As a Second Language 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 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

Responsibilities and Duties

- Create lesson plans to meet the individualized needs of students
- Tracking individual student's progress by identifying skill level gain goals
- Attending staff meetings and professional development as appropriate
- Recruiting and retaining students
- Composing narrative reports
- Promoting positive relationships and appropriate social skills
- Entering all 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