



**Kalamazoo Refugee Resource Collaborative
Job Description for Recruitment and Selection**

ESL Instructor

Last Revised On: April 2020

Supervised by:

- KRRC Subcommittee Leaders of the Subcommittee for Curriculum, Assessment, and Instruction
- Program Administrators of High School Partner Programs

Supervisory Responsibility: None

Employment category and hours: Part-time, approximately 9 hour per week across 6 weeks throughout mid-June to mid-August 2020 (54 hours in total)

Stipend range: \$1,460.00 to \$1,750.00 (7 positions with stipends available)

Kalamazoo Refugee Resource Collaborative (KRRC) mission:

KRRC creates partnerships to transform the experience of refugees, migrants, and immigrants from a life of uncertainty to a life of freedom, equity, and security.

KRRC Summer School Program mission:

Improve the English skills of refugee, migrant, and immigrant high school students in a culturally sensitive way to improve their chances of graduating with a high school diploma.

Work Environment:

ESL Instructors of the KRRC Summer School program will provide instruction remotely via webcam/video-conference to students of High School Partner Programs in Kalamazoo County for 1 to 2 hours at a time, 4 days per week across 6 weeks throughout mid-June to mid-August. Instructors are expected to deliver instruction from an electronic device with internet connection in a private, distraction-free environment. Students will be in private community locations (i.e. their homes) accessible via electronic devices with internet connection. Multiple students may be available for instructional lessons by living in the same location or by joining the same videoconference. Necessary resources can be made available on an as needed basis, such as computers, internet access, curriculum materials, stationery, tables, and chairs. ESL Instructors will be working with 1 to 6 students at one time, ranging in age from 15 to 20. It is anticipated that 1 ESL instructor will work with Kalamazoo Public Schools; 2 will work with Kalamazoo Covenant Academy; 4 will work with Plainwell High School.



ESL Instructor Job Mission:

Given assessment and curriculum materials, an ESL Instructor of the KRRC Summer School Program will conduct assessments and provide instruction to assigned students. This will increase the students' chances of improving their English and earning credit in the course they are enrolled in.

Required Education and Experience:

- Bachelor's degree
- Currently possessing or enrolled in a program in pursuit of an ESL or bi-lingual endorsement

Preferred Education and Experience:

- One or more certifications in a teaching content area
- Experience delivering instruction remotely via a webcam and other assignments provided remotely via phone, email, computer, etc.
- Experience working with refugee and migrant youth
- Experience collaborating with other professionals
- Ability to speak, comprehend, read, and write a language in addition to English; preferably a language which may be spoken by our students, such as:
 - Spanish
 - French
 - Tigrinya
 - Farsi
 - Kinyarwanda

Other requirements:

- Must have access to and skills related to the use of internet-enabled devices, such as a phone and computer or laptop. Further, one must have access to internet and phone services in ways that allows for video, messages, emails, documents, etc. be sent remotely.
- Must have the manual dexterity to engage in writing and typing actions
- Must be able to provide and receive detailed information through oral communication
- Must have visual acuity to read and comprehend written communication through electronic devices

Essential Job Functions:

The essential job functions are listed as Job Results (below) that the ESL Instructor is expected to produce. Activities, duties, and responsibilities that lead to the Job Results - which need to be performed ethically and in compliance with the policies and procedures of the KRRC and its partners - are also considered essential job functions. Note that this job description is not



designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the ESL Instructor. Job results, activities, and responsibilities may be changed at the discretion of the KRRC. Reasonable accommodations may be made to enable ESL Instructors who request accommodations to perform the essential job functions.

- Assessment / language screening reports
- Course progress reports
- Lesson plans
- Collaborative relationships (with co-workers, volunteers, and students)
- Instruction and assignment delivery (to students)
- Meeting attendance

Signatures:

This job description has been approved by:

*KRRC Summer School Program Administrator
Jeremy Goldman, 04/09/20*