



# Friends of Refugees

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**ROLE:** Part-time ESOL Instructor

**STATUS:** Part-time (approximately 20 hours/week), Non-exempt, hourly

**LOCATION:** Hybrid (approximately 15 hours onsite and 5 hours remote)

**DIRECT SUPERVISOR:** Parwana Program Director

**LAST UPDATED:** December 9, 2022, DRAFT

## **Position Purpose:**

**Parwana: English for Women** is a two-year, ESOL pilot program for refugee women in Clarkston, Georgia. This program is being specifically designed to support refugee women who have missed out on formal schooling and who are not literate in their first language. Parwana: English for Women seeks an experienced ESOL educator with a passion for working with women who are eager to learn and gain literacy for the first time. The ESOL Instructor will serve as an English language and emergent literacy teacher and must be open to collaboration and able to support curriculum development and classroom volunteers. .

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## **Essential Job Functions:**

### **Teach ESOL**

- Teach ESOL and literacy to refugee women 4 days per week (Monday-Thursday)
- Co-teach with Program Director and classroom volunteers
- Collaborate with Program Director on curriculum development, student assessment, and lesson planning
- Document curriculum and instruction and create differentiated units of study and learning plans for students
- Collaborate with Parwana and Friends of Refugees staff and community partners to provide culturally responsive, real world learning experiences for students
- Integrate social and emotional learning and trauma-informed practices into curriculum and instruction
- Create and nurture a safe and supportive classroom community for students

### **General Program Administration:**

- Attend weekly staff meetings and contribute to program evaluation and development
  - Work with Program Administrator (PA) to organize, maintain, and update student records and files and essential pilot program data
  - Manage online resources and student data using Google Suite applications, [Airtable](#), and Microsoft Office applications
  - Model cultural responsiveness and respect for all people, regardless of ethnicity, nationality, gender, socioeconomic status, age, or religion
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## **Competencies**

*The ESOL Instructor should demonstrate competence in the following:*

- Awareness of and support for Parwana's vision and values, along with Friends of Refugees' overall vision, mission, values, and philosophy of ministry
- Passion for empowering and educating women
- Excellent interpersonal skills
- Strong oral and written communication skills
- Sensitivity to multilingual, multicultural students and a personal commitment to diversity, equity, belonging, and inclusion
- Respect for all people, regardless of race, nationality, gender, faith, age, political affiliation, etc.

## **Experience and Qualifications**

- 3 or more years ESOL teaching experience, required
- Teaching degree and ESOL certification, preferred
- Experience teaching reading, preferred
- Demonstrated high-quality classroom instruction, required
- Experience co-teaching, preferred
- Knowledge of and experience incorporating social and emotional learning (SEL) and trauma-informed practices, preferred
- Bilingual in English and Dari, preferred
- Excellent oral and written communication skills
- Proficient with computer technology, Google Suite and/or Microsoft Office applications, required