



Friends of Refugees

ROLE: ESOL Manager

STATUS: Part Time, Salaried

LOCATION: Onsite, Clarkston, GA

DIRECT SUPERVISOR: Director of Refugee Family Literacy

LAST UPDATED: August 29, 2025

Position Purpose

Friends of Refugees seeks a dedicated and mission-aligned **ESOL Manager** to lead adult English instruction across its Family Literacy programs. This role focuses on supporting high-quality, culturally responsive english education for adults with limited english proficiency and varied educational backgrounds. Through instructional coaching, data oversight, and leadership support, the ESOL Manager ensures that programming empowers families to learn together—reinforcing our vision of lifelong, family-centered learning in the Clarkston community.

Essential Job Functions:

Lead Adult Literacy Curriculum and Instruction (70%)

- Supervise and manage ESOL teachers across all Refugee Family Literacy programs, including providing performance management and classroom observations
- Responsible for setting adult literacy curriculum and standards across programs
- Ensure literacy instructors are integrating trauma-informed, culturally responsive practices in day-to-day teaching, so that curriculum pacing and classroom strategies are aligned with the student needs
- Ensure student progress is measured on a regular basis through pre and post tests
- Coordinate and lead ESOL teacher meetings that provide professional development, community resources and curriculum collaboration across all literacy programs
- Ensure transition support is in place for graduating students to access further language study
- Set and implement policy regarding adult classroom rules governing student behavior and attendance
- Serve as a liaison between ESOL instructional staff and RFL leadership to ensure program alignment
- Contribute to program planning, evaluation, and improvement based on data and staff feedback
- On occasion, act as an on-site ESOL substitute teacher
- Participate in organization-wide staff meetings and collaborative projects, as requested
- Lead planning and execution of the start-of-semester registration and enrollment process
- Special projects as assigned, by supervisor

Student Data Management (30%)

- Ensure student data is entered regularly into Airtable across all literacy programs to ensure outcomes are tracked
- Coordinate the design, distribution, and analysis of multilingual student feedback surveys
- Promote program visibility and impact by sharing stories with the Partner Engagement team or visiting partners, as requested

Competencies:

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

- Fully aligned and passionate about FOR's vision, mission, values, and philosophy of ministry
- Excellent interpersonal skills; able to quickly establish and maintain positive working relationships with others

- Demonstrates cross cultural humility and the ability to work with people from a variety of cultures, religions, socioeconomic backgrounds, ages, etc.
- Able to thrive in a fast-paced, collaborative team environment, including working effectively with others to set goals, resolve problems, and make decisions
- Superior organization skills and detail oriented
- Superior written, listening and speaking skills; able to communicate in a clear, thorough and timely manner using appropriate and effective communication tools and techniques

Experience and Qualifications

- Fully supportive of Friends of Refugees' mission, vision, and core values
- Bachelor's degree in Education or a related field, required
- At least two years of experience teaching English as a Second Language (ESOL) ideally with refugees or immigrants, or experience learning with diverse adult learners, required
- Experience working or volunteering among people from different cultures, being sensitive to cultural and linguistic differences, required
- Must be proficient in Google Suite, required
- Commitment to being a lifelong learner and open to obtaining a TESOL certificate, required
- Exposure to best practices in adult ESOL instruction, including TESOL-aligned standards, second language acquisition, adult learning theory, instructional activities, curriculum development, and/or group facilitation, preferred