



Friends of Refugees

ROLE: Parwana Teacher

STATUS: Part-time (approx 25-28 hours/week)

LOCATION: Clarkston, GA

WORKPLACE CONDITIONS: 70% standing, 30% sitting

DIRECT SUPERVISOR: RFL ESOL Manager

LAST UPDATED: October 3, 2025

Position Purpose

Refugee Family Literacy (RFL) seeks an experienced educator with a passion for working with women who are eager to learn English and gain literacy for the first time. The **Parwana Teacher** will serve as an English language and emergent literacy teacher and must be able to support individual student learning and classroom volunteers or interns. The Parwana Teacher must also be able to conduct regular assessments and participate in program evaluation, documentation, data collection, data reporting, and program support and sustainability.

Essential Job Functions:

Teach English Language & Literacy (75%)

- Teach English and literacy to refugee women 3 days per week (Tuesday-Thursday)
- Co-teach with classroom volunteers and interns, supporting their work with students
- Create lesson plans, document instruction, and monitor individual student growth
- Collaborate with Program Administrator and RFL ESOL Manager to ensure program alignment and excellence and continue ongoing professional development
- Integrate dual language teaching methods, as well as 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 & Support (25%)

- Support the ESOL Manager and the Program Administrator to recruit, interview, and enroll prospective students
 - Organize, maintain, and update student records, files, and essential student data
 - Attend organizational events as needed to support program sustainability (examples include: Fundraising dinners, open houses, registration events, etc.)
 - Communicate program purposes and plans effectively with students, volunteers, interns, guests, and other FOR staff
 - Manage and monitor program resources, materials, and facilities and communicate needs with the RFL ESOL Manager, and the Program Administrator.
-

Competencies

The Parwana Teacher should demonstrate competence in the following:

- Awareness of and support for Friends of Refugees' overall vision, mission, values, and philosophy of ministry
- Passion for empowering and educating women
- Patience, calm, and composure (Examples: waiting for students and managing response time, monitoring and adapting to students' needs, and maintaining a positive attitude and demeanor in challenging situations)
- Model cultural humility and responsiveness and respect for all people, regardless of ethnicity, nationality, gender, socioeconomic status, age, or religion
- 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

- 2 or more years teaching experience, required
- Proficiency with computer technology, Google Suite and/or Microsoft Office applications, required
- Ability to stand during instructional hours and to climb stairs, required
- Teaching degree or ESOL certification, preferred
- Experience creating lesson plans for collaborative teaching (other teachers and volunteers), preferred
- Knowledge of and experience incorporating social and emotional learning (SEL) and trauma-informed practices, preferred
- Experience learning and knowledge of a second or foreign language, Dari/Pashto preferred