



### **1. Position Title: Beginning English Class Assistant with St. Mary's Catholic Church**

Class Assistant will assist the language instructor with the Beginning English class in two main ways: He/She will provide in-class support for the instructor and participate in providing instruction according to the lesson plan prepared for each class by the instructor.

### **2. Work Location**

The location of the class will be at the St. Mary's church facilities. The church is located at 812 Duke Street, Greensboro, NC, 27401. Transportation is not provided by FaithAction, but the location is accessible by the Greensboro public bus system and there will also be parking available. Occasional meetings during the semester will be held at FaithAction International House during normal business hours (9am-5pm Mon-Fri). FaithAction International House is located at 705 N. Greene St, Greensboro, NC, 27403. The phone number for FaithAction is (336)379-0037. You may reach the Language Program Coordinator on extension 1#.

### **3. Purpose of the Position**

The purpose of this position is to achieve a high-success rate of individuals learning and applying English language skills. Assisting the instructor in the classroom provides a wider capability of addressing the varied levels of students attending the class. The curriculum teaches English with a goal of self-empowerment, and the classroom will be facilitated in the nature of self-empowerment. As a class assistant for an immigrant and refugee student population, one serves as a representative of FaithAction and its mission of cross-cultural learning, service, and advocacy.

### **4. Responsibilities and Duties**

The class assistant must attend an orientation with the Language Program Coordinator and also must attend an additional ESOL education training through Reading Connections. FaithAction will notify all volunteers of upcoming training dates and times at least one month in advance. The class assistant is responsible for attending class meetings on a consistent basis. Outside of emergencies, the class assistant is expected to give at least 24 hours advance notice of an expected absence for a class. Report upcoming absences to both the ESOL instructor and the Language Program Coordinator. Occasional meetings will take place at FaithAction International House to review and discuss the progress of the students during the semester.

### **5. Qualifications**

Prior experience in ESOL education as well as other educational fields is not required, but will be looked upon favorably. Fluency in another language is not required, but are also looked upon favorably. Two employment related references are required.



## **6. Commitment Expected**

This position requires a one and a half hour commitment once a week during the evening for class instruction. Once the number of class assistants has been determined, a rotating schedule will be established that will give each assistant an opportunity to both serve and also have flexibility to take time off. Occasional one-hour (maximum) meetings will be held at FaithAction to discuss the progress of the class during the semester.

## **7. Training**

The class assistant will have a general orientation with the Language Program Coordinator, which will cover a description of FaithAction's ESOL curriculum, a description of the community served at the particular teaching site, and will provide the opportunity to discuss any questions or concerns one might have before beginning service. This orientation will also introduce the class assistant to all of the available ESOL resources in FaithAction's Multicultural Resource Library, as well as provide referrals to other outlets of information. An additional training focused on ESOL tutoring will be coordinated with Reading Connections, and will include opportunities to attend specific workshops on different learning levels as well as provide a general overview of the subject. This is a great opportunity to network with other ESOL volunteers in the community and learn from each other's previous experiences.

*For further inquiry please contact Laura Hancox, Language Program Coordinator at (336)379-0037 ext 1# or [lhancox@faihouse.org](mailto:lhancox@faihouse.org).*