



1. Position Title: Beginning English Class Instructor with St. Mary's Catholic Church

The instructor has three main tasks: Serve as the primary educator in classroom meetings, prepare lessons according to the overall curriculum that is agreed upon with the Language Program Coordinator, and assess student progress with the Language Program Coordinator.

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. The curriculum teaches English with a goal of self-empowerment, and the instructor will educate in the nature of self-empowerment. As an instructor 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 instructor 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 instructor is responsible for attending class meetings on a consistent basis. Outside of emergencies, the instructor is expected to give at least 24 hours advance notice of an expected absence for a class. One must report upcoming absences to both the ESOL class assistant 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 adult ESOL education is required. Prior experience in other fields of education is not required, but will be looked upon favorably. Fluency in other languages is not required, but will be 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. Additional hours, as necessary, will be expected in the preparation of lesson plans and classroom materials. Occasional one hour (maximum) meetings will be held at FaithAction to discuss the progress of the class during the semester.



7. Training

The instructor 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 an opportunity to discuss any questions or concerns one might have before beginning service. This orientation will also introduce the instructor 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.