



Friends of Refugees

ROLE: Substitute ESOL Teacher for Mommy & Me

STATUS: Contractor (as needed)

LOCATION: MDM Campus, Clarkston, GA

WORKPLACE CONDITIONS: 70% standing, 30% sitting

DIRECT SUPERVISOR: Director of Refugee Family Literacy

LAST UPDATED: January 21, 2025

Position Purpose

Friends of Refugees seeks a compassionate and dedicated Substitute Teacher to support the Refugee Family Literacy program. This two-generation school teaches English literacy to mothers while offering a school-readiness environment to their children ages birth to four and wraparound family support. This role will involve working with learners in any of the four literacy classrooms with limited English proficiency and varying levels of formal education. The program focuses on building language skills to empower families to learn together and become each other's best teachers by directly engaging multiple generations of learners and self-sufficient families in Clarkston.

Essential Job Functions:

Teach English Language & Literacy

- Using the RFL ESOL teacher's lesson plan, the substitute teacher will utilize the RFL teacher's daily lesson plan and pass around supplemental materials (i.e., worksheets, books, activity cards).
- The substitute teacher will pay close attention to the students' comprehension, engagement, and progress in class while helping them overcome challenges.
- Reinforce classroom rules or policies governing student behavior. In alignment with the lead RFL teacher's daily lesson plan, utilize audiovisual equipment, a printer, and any other necessary teaching supplies.
- Substitute teachers should be comfortable and flexible in various teaching styles to work with students of all levels and different learning styles. Teachers are encouraged to set a high-energy, engaging tone.
- Work closely with RFL program administrators and other educators to ensure consistency and continuity in teaching and student engagement as needed.

Experience and Qualifications

- Associate and/or Bachelor's degree in Education or a related field
- At least one year of experience teaching English as a Second Language (ESL), ideally with refugees or immigrants, or experience learning with diverse adult learners.
- Exposure to instructional activities, curriculum development, and/or group facilitation
- Experience working or volunteering among people from different cultures, being sensitive to cultural and linguistic differences, required
- Must have a working knowledge in Google Suite and Microsoft Office