

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**Sparrow Workforce English Language Coordinator
SALEM ALLIANCE CHURCH**

Department: Refugee Ministries / Outreach
Supervisor: Sparrow Workforce Director
Supervises: No
Volunteers: Directs and Encourages
Exempt Status: Non-Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under supervision of the Director of Sparrow Workforce Development, the English Language Coordinator develops a consistent scope and sequence for English lessons, monitors student progress on classroom activities and online platforms, and leads the assessment process to diagnose and monitor the quality of our student's English learning experience.

CORE JOB FUNCTIONS: An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Teaching
 - Teach English language lessons, adapting curriculum to meet the needs of diverse learners
 - Prepare detailed lesson plans with materials
 - Track and assess student progress
 - Interact and develop relationships with students during class time
2. Leadership
 - Provide oversight to the volunteer teaching team in collaboration with the Director of Sparrow Workforce
 - Assist with recruiting new teachers
 - Coordinate with volunteer teachers / tutors, providing support as needed
3. Program Development
 - Utilize textbook resources and online English software, preparing lessons for individual and small groups of students
 - Develop a teaching scope and sequence that can be used by volunteer teachers
4. Training
 - Develop and implement training for new volunteers

- Conduct ongoing training with volunteer teachers and tutors
5. Volunteer Support
- Attend English classes throughout the school year, and coach teachers in carrying out the scope and sequence
 - Be available as a main English teacher
 - Organize teaching supplies by topics and make them easily accessible to teachers.
 - Keep teachers up-to-date regarding the different supplemental curriculum and supplies that are available for their teaching

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
3. Work collaboratively with other staff members and departments
4. Spanish, American Sign Language or other second language-speaking ability is preferred, but not required

MINIMUM POSITION REQUIREMENTS: ESL experience or teaching experience; administrative leadership, experience work with refugee community; experience related to the position’s ministry area is desired, or a combination of education and experience.

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a partner of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver’s license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment in a classroom, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evening, weekend or holiday services/meetings, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may climb ladders or use step stools to retrieve and store materials. The employee may several times each week drive to shop for materials and supplies and to attend off-campus meetings, training and church events. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee is required to work closely with and gain the cooperation and involvement of a diverse group of people from various cultures and various personal habits.