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## Job Announcement

### **Hartford Summer Learning Program Assistant Teacher (for various grade levels, K-12)** (These are part-time, short-term positions)

IRIS (Integrated Refugee & Immigrant Services, Inc. [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

IRIS is seeking assistant teachers for our 2023 Summer Learning Program (SLP) for recently arrived school-aged refugees and immigrants. Most of our newcomers are English Language Learners (ELL); many are also Students with Limited or Interrupted Formal Education (SLIFE), which means that they may not have grade-level literacy in their home language, that they may lack background/content knowledge, and that they are still learning how to “do school.”

Program dates: TBD, approximately June 21-August 4. The program meets weekdays (excluding the 4<sup>th</sup> of July) from 8:30am to 1:30pm, with an extended day (until 2:30) on Wednesdays. Assistant teachers will also be paid for some orientation and preparation prior to the opening of the program during late April and May.

### **General Description**

SLP assistant teachers will work with a lead teacher in daily classes of about 10 to 20 refugee and immigrant students and assist with the coordination of daily programming for the IRIS Summer Learning Program as part of a larger team. The program serves 60 to 100 students between the ages of 5 and 18. The students will be divided into separate age and academic level groups which will each be led by an SLP lead teacher and an assistant teacher, with additional help from volunteers and interns.

The IRIS SLP aims to increase students' English skills (speaking & listening; reading & writing), background knowledge and overall school readiness; help newcomers become accustomed to and connected with their new homes; promote cross-cultural understanding through positive experiences collaborating with people from different ethnic and racial backgrounds; and foster a sense of belonging and well-being. Assistant teachers will help lead teachers create a positive learning environment and assess and meet daily needs of students. Assistant teachers will act as representatives of the Summer Learning Program and of IRIS, and will contribute to organizing visitors and welcoming them to the program.

SLP assistant teachers must have a commitment to anti-racism. With training and support, assistant teachers will be expected to help incorporate classroom activities that allow students to recognize and appreciate their own and their classmates' diverse identities and gain the cultural competencies needed to navigate a multicultural society. Assistant teachers must be comfortable anticipating and helping to respond to incidents of discrimination with appropriate mediation and education.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.

### **Specific Duties**

- Assist with a class of 10 to 20 K-12 students of similar ages and levels.
- Help the lead teacher design and implement an engaging six-week course that includes an age-appropriate long-term project.
- Help the lead teacher modify curriculum as needed, based on review, feedback, and input from various sources and in collaboration with the SLP team.
- Assist in maintaining a language-rich environment for students who are all, or almost all, English Language Learners who speak a variety of home languages including Pashto, Kiswahili, and Spanish.
- Assist the lead teacher in re-evaluating curriculum and specific lesson plans on a daily and ongoing basis to better meet the needs of students.
- In conjunction with curriculum and lesson planning, help the lead teacher create a list of necessary learning and program supplies.
- In collaboration with the SLP team, assist the lead teacher in acquiring learning and program supplies— either through purchase or donation.
- Contribute to the organization and supervision of a daily team of volunteers and other program staff to best meet the needs of the students and utilize the strengths of the volunteers and program staff.
- Join brief team meetings at the start of each day to review lesson plans and daily projects, and at the end of each day to review and plan for the next day.
- Using the curriculum and lesson plans, improvising when necessary, and working closely with volunteers and program staff, help lead students in daily lessons and activities.
- Help create the best possible learning environment for the students in the classroom by addressing challenges early and working closely and communicating well with team members
- In close cooperation with volunteers and program staff, assist the lead teacher in meeting the daily needs of students – including providing academic and social support for each student as an individual, contacting the SLP team with concerns unable to be addressed inside the classroom, and communicating on a daily basis with parents to share successes and troubleshoot any challenges.
- Assist in the planning and supervision of regular indoor/outdoor recreational activities both on and off site to promote exercise and healthy living habits.

- Working closely with volunteers and program staff, help supervise students during recess and on field trips to ensure a safe and positive experience for all participants.

**Supervised by:** Director of Education and Hartford Office Director

**Priority will be given to applicants with the following qualifications:**

- High School diploma required; preference given to applicants with some college experience
- Experience with refugees, asylees, immigrants, and undocumented or mixed status families
- Experience with underserved communities and/or communities of color
- A commitment to anti-racism, cultural sensitivity, and the mission of IRIS
- Experience in working with children
- Experience working with English Language Learners
- Experience working in educational settings
- Ability to work collaboratively, take direction, and step in for lead teacher as needed
- Familiarity with Hartford
- Strong presentation, communication, and people skills
- Fluency in spoken and written English
- Proficiency in another language preferred but not required (especially Pashto, Dari, Farsi, Urdu, Swahili, Spanish, Arabic, or Haitian Creole)

**Compensation:** \$20 per hour, 28 hours per week, for a total of 8 weeks This part-time short-term position includes legally binding benefits.

IRIS is an affirmative action-equal opportunity employer.

**To apply,** send an email to our Director of Education Services at [humanresources@irisct.org](mailto:humanresources@irisct.org) as soon as possible with the following:

- A subject line that says “HARTFORD SLP ASSISTANT TEACHER—YOUR NAME”
- A cover letter explaining your interest and qualifications that includes which age group(s) you would be most comfortable working with
- An attached resume with three references

*Applications will be reviewed in the order they are received and until the positions are filled.*