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Job Announcement
Pashto-Speaking Academic Tutor
(Part-Time)

IRIS (Integrated Refugee & Immigrant Services, Inc. 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.

General Description

IRIS seeks to hire a Pashto-Speaking Academic Tutor with excellent interpersonal and communication skills to provide culturally appropriate academic support for recently arrived girls and boys with limited or interrupted formal education. In coordination with public school educators, the tutor will give individual and/or small group instruction in English and other subjects to help refugees, asylees, and immigrant students succeed in school. The tutor will provide in-school and after-school academic support for students at two New Haven Public Schools to be determined (the current need is at James Hillhouse and Wilbur Cross High Schools). The tutor will document and communicate student needs and progress with school-based educators and with IRIS staff on an ongoing basis. During school holidays, the tutor will contribute to other IRIS Education programs and initiatives.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people. This is an in-person position based in our New Haven office.

Essential Duties and Responsibilities include:

- Provide individual and/or small group tutoring for students
- Review and re-evaluate student needs and progress on a daily and ongoing basis to better meet the needs of students
- Whenever necessary, seek out additional academic and extracurricular supports to meet both the academic needs and extracurricular interests of students
- Help maintain a language-rich environment for students who are all, or almost all, English Language Learners
- Create the best possible learning environment for students served by addressing challenges early and working closely and communicating well with both school and IRIS staff
- Promote cross-cultural understanding among students, public school educators and IRIS staff; help new arrivals adjust to and navigate a new multicultural society
- Communicate any and all concerns regarding students to public school educators and/or IRIS staff as necessary and appropriate

- Work with the IRIS Education Programs Coordinator and volunteer in-school tutors to meet the needs of students
- Collaborate with the Youth Leadership Team to assess student needs, adapt programming, and encourage student participation
- Provide academic assistance at the IRIS Summer Learning Program
- Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed

Supervised by: Director of Education

Priority will be given to applicants with the following qualifications:

- High School Diploma required: Bachelor's degree preferred
- Experience working with youth
- Experience with refugees, asylees, immigrants, and undocumented or mixed status families
- Experience working in educational settings
- Strong presentation, communication, and people skills
- Ability to work collaboratively
- Outstanding time management and organizational skills
- A commitment to anti-racism, cultural sensitivity, and the mission of IRIS
- Ability to travel around New Haven and beyond as needed (a Connecticut Driver's license and transportation are essential)
- Fluency in spoken and written English
- Proficiency in spoken and written Pashto

Compensation: The Pashto-Speaking Academic Tutor position is part-time (30 hours per week), the salary range for this position is \$19.50 - \$20.16 per hour and this is an hourly position.

Benefits: Health insurance (health, dental, vision) is available to regular employees working 30 hours or more. PTO, vacation and sick leave. Holidays are per IRIS schedule. Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to our HR-DEI Director at humanresources@irisct.org as soon as possible with the following:

- A subject line that says "PASHTO-SPEAKING TUTOR—YOUR NAME"
- A cover letter
- An attached resume with three professional references

Applications will be reviewed in the order they are received and until the position is filled.