



235 Nicoll Street Second Floor  
New Haven, CT 06511

25 Main Street  
Hartford, CT 06106

TELEPHONE: (203) 562-2095  
FAX: (203) 562-1798  
EMAIL: [info@irisct.org](mailto:info@irisct.org)  
WEB: [irisct.org](http://irisct.org)

## **Pashto-Speaking Academic Tutor (New Haven)**

IRIS is a non-profit organization whose mission is to help refugees and other displaced people establish new lives, strengthen hope, dare to dream, and contribute to the vitality of communities in Connecticut and across the country. We also provide support to Americans who are sponsoring refugees for resettlement.

In welcoming peoples fleeing persecution and conflict, we are honoring our national heritage as a country of immigrants as well as our commitments under U.S. and international law. IRIS helps newcomers with services and support critical to their transition to self-sufficiency and to making local communities across the U.S. their home.

### **Job Summary & General Responsibilities:**

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. The tutor will document and communicate student needs and progress with school-based educators and with IRIS staff. During the summer holiday, the tutor may have the opportunity to contribute to other IRIS Education programs and initiatives.

**This is an in-person position based out of our New Haven office.**

This position is grant-funded. Grants typically fund for a period of one year. Extension grant-funded employment is subject to the availability of funds.

*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:**

- 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
- 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, when possible
- Participate in regular IRIS Education Team meetings when possible; support other educational programs and initiatives as needed
- Lived experience desired

**Requirements | Candidates must have:**

- 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

**Reports to:** Manager of Education Support Services

**Compensation:** The Pashto-Speaking Academic Tutor position is part-time (30 hours per week) The salary range for this position is \$19.50 - \$22.50 per hour. 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.

Diversity and inclusion are hardwired into IRIS' mission: We are dedicated to welcoming peoples from all over the world who are fleeing persecution, war, and violence. We are more effective at serving our client's needs when we are representative of the communities we live in and work with. So we are an enthusiastic Equal Opportunity Employer. We strongly encourage people from underrepresented groups to apply. Please reach out if you need accommodations in applying.

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

- A subject line that says "Pashto Tutor - YOUR NAME"
- A cover letter
- An attached resume
- Three professional references (at least two direct supervisors)

*Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.*

