

# Conversation Class Instructor –Adults

Kandelia is seeking an enthusiastic and experienced Conversation Class Instructor to support immigrant and refugee adults in developing their English communication and conversation skills.

The Conversation Class Instructor will lead engaging online conversation classes designed to help adult English Language Learners build confidence and practice practical English in a welcoming and supportive environment. Classes are offered in small groups and are scheduled twice a week, with two one-hour classes each day, typically during morning or early evening hours. Total instructional hours range from **16–25 teaching hours per month**.

This position is part of **Kandelia's Family Programs**, which supports the parents and caregivers of newly arrived immigrant and refugee students in Seattle Public Schools.

## Contract Responsibilities

- Facilitate online English conversation classes in a safe, supportive, interactive, and engaging environment.
- Using Ellii platform to prepare lesson plans and conversation activities prior to each class.
- Develop and adapt conversation-based activities to meet the needs, interests, and English proficiency levels of newcomer participants.
- Encourage participants to practice speaking and build confidence using English in everyday situations.
- Assign and grade homework and assessments to track participant's progress and learning needs
- Coordinate with Kandelia staff and partners to plan and schedule classes.
- Communicate reliably with Kandelia staff and participants via email, phone, and/or text.
- Track attendance for every class and submit attendance logs to Kandelia staff monthly.
- Submit a monthly report outlining accomplishments, challenges, and participant progress.
- Occasionally distribute Kandelia surveys to participants to help ensure the program is meeting their needs.
- Use Zoom and other online technology to facilitate engaging virtual classes.

## Required Qualifications

- Hold a degree, certificate, or credential related to English instruction.
- Experience teaching or working with adults.
- Experience working with English Language Learners (ELLs).
- Strong communication and interpersonal skills.

- Ability to create engaging, interactive, and conversation-focused lessons.
- Ability to communicate reliably via email, phone, and/or text.
- Experience using Zoom or similar online teaching platforms.
- Applicants must pass a background check.

## Preferred Qualifications

- Experience working with immigrant and/or refugee communities.
- Bilingual or multilingual skills; **Spanish, Vietnamese, and Chinese** are especially preferred.
- Experience teaching English or facilitating English conversation classes.
- Experience working in culturally diverse learning environments.

## Position Details

**Position:** Contract Conversation Class Instructor

**Format:** Online via Zoom

**Class Setting:** One-on-one and/or small groups

**Teaching Hours:** Approximately 16–25 hours per month

**Pay rate: Instruction-** **\$31/hour**

**Lesson Planning/Prep (25% of instruction)**

**Other approved work:** **\$31/hour**

**Estimated Monthly Payment:** **\$620–\$970\***

\*Estimated monthly payment varies based on teaching hours and class assignments.