
Job Title	Coordinator of Hunter College SPELL and COPE Programs
PVN ID	HC-1805-002494
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Curriculum & Teaching
Status	Full Time
Annual Salary	\$30,000.00 - \$35,000.00
Hour(s) a Week	35
Closing Date	Jul 05, 2018 (Or Until Filled)

General Description

Coordinator of SPELL and COPE Programs. Coordinate two Saturday ESL (and possibly GED or other related services in the future) programs for English-language learning adults in the New York City area: SPELL, a grant-funded parent literacy and workforce development ESL program for parents with children in schools; COPE, an ESL laboratory school open to English-language learning adults in New York that serves as the Practicum site for TESOL MA Program teachers-in-training.

Other Duties

Hire and mentor new teachers for the program; coordinate & administer placement tests to students; place students in classes by level; create, print and distribute applications and information forms; Register students by mail, in person, and online; Do outreach and recruit students; Prepare & submit PAFs and time sheets for staff; Obtain rooms for classes and assign to teachers; Keep records and submit timely reports on student performance to CUNY Central office; Contribute to writing of re-funding of grant as needed; Possibly develop new programs.

Other desired qualities: Strong Spanish language skills, both orally and in writing; Strong technology skills (word processing, spreadsheet management; data management; website management; familiarity with various online software). May also be asked to teach one course per semester in TESOL MA Program (for additional salary).

Qualifications

Core Job Requirements: Completed MA in TESOL and at least 5 years ESL teaching experience, preferably in community-based ESL programs.

Perform all aspects of administration of grant-funded Saturday ESL program (SPELL) with 10+ teachers and 250-350 students and maintain it in compliance with NY State Education Department and New York City grant requirements; Communicate regularly with Principal Investigator and CUNY Central office personnel. Perform all aspects of administration of in-house laboratory ESL program (COPE—200-350 students, depending upon the semester). Hire, supervise, observe, and mentor ESL teachers; Test and place ESL students into multi-level program courses; Organize program schedule and communicate with ESL students of varied language backgrounds; Maintain, develop and implement new programs, including grant writing; Participate in TESOL MA Program development by contributing information from COPE program. Must have: Strong management and administrative skills; Strong oral and written communication skills and ability to generate statistical and written reports; input and analyze data on programs, as required by grants and by the School of Education. Must be able to work Tuesdays-Saturdays (Sundays & Mondays off).