
Job Title	Program Development Coordinator
PVN ID	LA-1605-001193
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Continuing Education
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 12, 2024 (Or Until Filled)

General Description

The English Language Center (TELC) is the largest ESL program in the New York metropolitan area, serving over 4,500 students a year since 1971. TELC is committed to providing high quality English language programs that meet the needs of a culturally and academically diverse student population. TELC offers a variety of ESL programs including intensive academic preparation which meets requirements for students on F-1 visas, part-time afternoon and evening courses, and integrated skills classes on Saturdays. The Program Development Coordinator, reporting to the Director of TELC, is responsible for the day-to-day operation of the Evening English Program (EVEP, MWEF, and TREP) and Saturday English Program (STEP).

Other Duties

- Manage the Evening English Programs and Saturday English Program on a daily basis and supervise 30+ instructors and one staff member
- Oversee the registration, testing, and placement of students and the scheduling of classes
- Assess student needs and goals and develop appropriate new and innovative curriculum content
- Expand course offerings to meet the needs of underserved populations
- Organize and facilitate informational workshops on topics of interest to students such as applying to college, managing expenses, and choosing a career
- Observe instructors and provide mentoring and feedback
- Provide professional development opportunities for faculty and ensure their participation
- Help faculty integrate technology into the curriculum in the Smart classrooms, computer labs and Media Center
- Participate in marketing efforts with the goal of increasing enrollment
- Develop marketing strategies and outreach efforts for new program development and partnerships

Qualifications

- Master's Degree in TESOL or a closely related field
- Minimum 3 years experience teaching ESL/EFL to an adult population
- Excellent communication, interpersonal and analytic skills
- Ability to work effectively with members of a diverse faculty and staff
- Experience in creating and delivering professional development opportunities
- Strong organizational, marketing and managerial skills