
Job Title	ESL Program Coordinator
PVN ID	LA-1710-002146
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Wellness Center
Status	Full Time
Annual Salary	\$45,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Dec 16, 2017 (Or Until Filled)

General Description

Functional Title – ESL Program Coordinator

Reports to: Manager of Health and Wellness Education and Grant Development

The ESL Program Coordinator reports to the Manager of Health and Wellness Education and Grant Development. The Wellness Center has been charged with providing students and student-parents/caregivers with the opportunities leading them toward economic empowerment and sustainability. The ESL Retention Coordinator will be responsible for supporting the mission of the Wellness Center by providing assistance in the facilitation and creation of events and workshops. This person will assist the director in developing more comprehensive and holistic programming and assessment of students who utilize the Wellness Center that are in ESL remedial classes or who are in related ESL programs (e.g. CLIP).

The ESL Program Coordinator will be responsible for development, creation, implementation and leadership over programming as it relates to the ESL Strategies for Success Community Schools Grant program. Duties to include but are not limited to the following:

Programmatic Responsibilities:

- Lead in the development, creation, and implementation of “Social Learning Communities” or coaching workshops for skills acquisitions on diverse topics such as: networking and interviewing skills, parenting skills, elder care support and services, healthy relationships, coping strategies, business etiquette, conflict resolution, assertiveness vs. aggressiveness, etc.
- Lead in the creation and implementation of three to five workshops per semester regarding ESL student needs, crisis triaging and referral.
- Collaborate with ESL Faculty in regards to identifying students who are in need and strategies for helping the student get the support they need to succeed through the program.
- Act as point person and assist in the planning and participation in club fairs, tabling, and other outreach activities aimed at promoting awareness of the services offered by the ESL Strategies for Success Program.

- Develop and Lead a faculty/student mentoring program with ESL Faculty, Advisement and the CLIP program staff.
- Develop and conduct meetings with Single Stop and the ESL case Manager in the assessment of student needs and eligibility for the scholarship program under the grant.
- Oversee, train and monitor the bi-lingual Tele-counselors who will be placed in the student Information Center
- Provide with the assistance of the ESL Counselor and case manager weekly training to the Tele-Counselors in the SIC program on triaging calls that they receive.
- Provide support to the Student Information Center regarding student calls that possibly require triage by a counselor or case manager in the program.

Outreach/Other Responsibilities:

- Plan, implement, conduct, and evaluate a variety of group-based outreach activities focusing on ESL college student adjustment.
- Assist ESL students with obtaining information on community services and make appropriate referrals (internal and external).
- Advocate for student needs by communicating with various offices and participating in college-wide committees.
- Keep appropriate records and prepare reports as required.
- Act as liaison to faculty and staff concerning ESL students identified as being “At Risk”
- Assist to support First Year Initiatives for new ESL and CLIP students
- Participates in inter-divisional programs to increase college awareness about our services and the potential impact on student success and retention.
- Manage crisis intervention for emergency situations with ESL strategies for success students.
- Help students become familiar with university resources; advise and refer students to appropriate university resources, as the need arises.
- Conduct workshops and outreach for faculty and staff to provide increased awareness on campus to the emotional challenges, needs and resources for students on campus.
- Assist students with the formulation and implementation of immediate and long-range educational and career planning.
- Provide individuals with information that will be useful in making career and academic decisions.
- Maintain accurate data for staff on session summary notes, referrals and activity logs for monthly report production.
- Make recommendations for improvements that will impact the program’s effectiveness

Other Duties

Qualifications

Minimum Requirements: Master’s Degree in Education (Bi-Lingual Education a Plus), Psychology, Mental Health Counseling, or Social Work. Bilingual Preferred.

