
Job Title	Assistant Coordinator
PVN ID	LA-1908-003211
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Immigrant Education and Train
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Oct 07, 2019 (Or Until Filled)

General Description

LaGuardia Community College's Center for Immigrant Education and Training (CIET) seeks an Assistant Coordinator. Housed in LaGuardia's Division of Adult & Continuing Education, CIET provides no-cost educational and training programs designed to assist low-income immigrant English language learners to advance on their educational and career pathways and to achieve their civic and parent engagement goals.

The primary responsibilities of this position include:

- Supports the design and delivery of the ESOL program to ensure high quality academic development and delivery of language teaching and learning.
- Oversees the daily management of ESOL courses.
- Assists with program development, needs assessment, and outcome evaluation as well as student recruitment, enrollment and retention.
- Prepares analytical and statistical reports for management.
- Develops and maintains relationships with various College offices to improve student and faculty services; may perform community outreach to targeted populations.
- Attend all NYSED Regional Adult Education Network (RAEN) and other professional development trainings, as required.
- Track student progress, attendance and satisfaction, as required by funders and the university.
- Assist with the design of lesson and curriculum; identify appropriate instructional materials to share with faculty.
- Collect, review, and provide feedback on lesson plans for faculty according to funder and department requirements; serve as a resource to part-time faculty on ESOL curricular and instructional matters.
- Provide input to the manager on hiring for new faculty and lab assistants.
- Conduct peer faculty observations and provide feedback.
- Assist with organizing and tracking required ESOL professional development activities.
- Organize student recruitment, intake, and program orientations/info sessions.

Other Duties

Other duties as assigned.

Qualifications

- Master's degree in Teaching English to Speakers of Other Languages (TESOL) or other related field preferred
- Three years professional experience working with adult English language learners in a related continuing education or community-based environment, including experience with adult education intake, assessment, and retention strategies.
- Demonstrated experience implementing and developing innovative and contextualized ESOL curricula for adult English language learners, including materials with significant technology components
- Strong organizational and project management skills; excellent communication and computer skills
- Ability to work evenings as needed