

Job Title	ESOL Coordinator
PVN ID	NY-2205-004764
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2022 (Or Until Filled)

General Description

Reporting to the Director of Education Programs, the Coordinator oversees day-to-day operations for the Integrated English Literacy and Civics Education Program (IELCE), a grant that provides funding for contextualized ESOL instruction in collaboration with healthcare training partners.

The position requires meeting multiple program targets and goals. This includes requirements for attendance; student improvement on standardized tests; attainment of healthcare sector certifications and employment. A minimum of five classes will be offered. The Coordinator will lead information sessions for interested individuals and provide interviews to determine eligibility. Must have a good understanding ESOL pedagogy and best practices to ensure teachers provide quality instruction. The ability to supervise a case manager in addressing student goals and needs is essential.

Other Duties

Responsibilities:

- Oversee and coordinate outreach, intake, registration, testing, placement, and related enrollment tasks
- Supervise and provide support to staff and instructors
- Work with training partners and instructors to develop, select and implement effective content-based curricula
- Identify staff development needs and oversee the provision of staff development
- Create online flyers, forms, surveys, and spreadsheets
- Manage student data collection, data entry, and reporting
- Establish and strengthen partnerships
- Additional responsibilities on an ad hoc basis, as assigned by the program director

Qualifications

Qualifications:

- BA in education or related field; MA preferred
- Three or more years in program administration, preferably in a grant-funded setting
- Relevant contextualized ESOL teaching experience in adult basic education programs or similar
- Competent in the use of technology, with strong computer skills
- Familiar with social media, such as Twitter and Facebook to promote class offerings
- Able to work effectively in-person or remotely
- Excellent writing and oral communication skills
- Well organized; able to prioritize and delegate responsibility
- Able to juggle multiple tasks, be flexible, creative, resourceful, and work as part of a team
- Flexibility to work evenings hours

Please submit a cover letter with your resume