

---

|                       |  |
|-----------------------|--|
| <b>Job Title</b>      | ESOL Professional Developer - Adult Literacy Program |
| <b>PVN ID</b>         | VA-2001-003498                                       |
| <b>Category</b>       | Instruction and Social Service                       |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS         |
| <b>Department</b>     | Language and Literacy Programs                       |
| <b>Status</b>         | Full Time  |
| <b>Salary</b>         | Depends on qualifications                            |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Mar 29, 2020 (Or Until Filled)                       |

## General Description

---

The Office of Academic Affairs at The City University of New York is seeking an experienced professional for the Adult Literacy Program's professional development for English for Speakers of Other Languages (ESOL). The ESOL Professional Developer oversees professional development for ESOL programming at 14 campuses and provides professional development twice annually as part of the New York State Teacher Leader Institute. Additional professional development may be offered in partnership with the Regional Adult Education Network, the Literacy Assistance Center, and other adult education providers.

The ESOL Professional Developer, under the guidance and leadership of the University Director for Language and Literacy Programs, is responsible for the instructional quality of the ESOL programs at each of the 14 campuses of the Adult Literacy Programs. This includes training of new teachers in Adult Literacy Program best practices and requirements for ESOL, developing and conducting RAEN-sponsored workshops and trainings, programmatic monitoring of BEST Plus 2.0 Refreshers, and training of NYSED/CUNY Teacher Leaders. The ESOL Professional Developer will:

- Monitor curricular aspects of programs
- Provide instructional support
- Cultivate and maintain strategic partnerships with external parties
- Collaborate with faculty administrators and staff across the University to achieve program goals
- Monitor program activities and reports on effectiveness and outcomes to the University Director of Language and Literacy Programs
- Monitors program use of and keeps up to date on policies regarding the ESL assessment (BEST Plus 2.0)
- May manage support staff
- Performs related duties as assigned

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information,

disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

## Other Duties

---

- Analyze professional development needs and determine direction for professional development, including planning in concert with central staff and campus-based directors.
- Provide instructional leadership and training to teachers through one-on-one consultations, central and campus-based provided seminars, demonstration teaching, and campus-based meetings based on the professional development plan and emerging priorities in the field.
- Develop curricula, lesson sets and teaching materials and help support campus instruction, with a focus on integrating academic literacy knowledge and skills in sustained, content-based HSE/ESL curricula.
- Organize and participate in professional development conferences, study groups, peer mentoring initiatives, online instructional resource development, and website development.
- Further develop and maintain a print resource library, as well as online WIKIS.
- Maintain awareness of emerging trends in language and literacy education, and develop responsive proposals for funding, assisting in the implementation of such programs.
- Keep abreast of research in the content disciplines and professional development arenas and, as appropriate, make contributions via conferences and publications.
- Maintain connections with other CUNY sectors and with other City-wide educational initiatives for immigrant adults and out-of-school youth.

## Qualifications

---

### Minimum Qualifications

- Bachelor's degree
- Experience writing curricula and lesson plans
- At least four years' classroom experience teaching adult learners
- Ability to travel throughout NYC; some travel to Albany
- Strong communication skills (verbal and written) and organizational skills

### Preferred Qualifications

- Advanced degree in a directly related discipline strongly preferred
- Four to six years' related teaching, curriculum development and/or teacher training experience in an educational institution working with English Language Learners (or adult learners) for higher education academic purposes
- Professionally active in ESOL including engagement within relevant professional organizations
- BEST Plus test administrator strongly preferred
- Strategic thinker with ability to establish programmatic goals and outcome measures
- Strong interpersonal communication, writing, presentation, and group facilitation skills
- Strong organizational and follow-through skills to devise and execute work plans, prioritize work, manage

multiple projects and meet deadlines

- Proactive, flexible, and able to work effectively, both independently and as a team member, with diverse members of the university community, including campus instructors, campus program instructors, and campus program managers
- Computer proficiency using academic, administrative, and financial programs, systems or databases, plus online survey systems, project management and social media tools
- Familiarity with OER instructional materials a plus