



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR ADULT EDUCATION ESL PROGRAMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8151
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Supports English Second Language (ESL) students in the Adult Education program. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works closely with ESL program personnel in developing curriculum and instruction
- Provides training, mentoring, and supervision for ESL program staff, while providing field support to all ESL locations
- Oversees and directs the work of committees and task forces, as assigned
- Meets with ESL program staff regularly to monitor effectiveness of services
- Maintains accurate ESL records on the program and provides data and reports to appropriate personnel
- Evaluates effectiveness of assigned ESL programs or activities
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to areas of assignment
- Researches past and current practice in areas assigned and integrates research in areas of responsibility
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in area of responsibilities
- Three (3) years of experience in area of assignment
- One (1) year successful experience in administration/supervision
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in working with different age groups and nationalities
- Experience in working with community organizations and agencies
- Master's Degree in related field

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.