

COORDINATOR, ENGLISH AS A SECOND LANGUAGE (ESL)

DEFINITION

Under general supervision, performs a variety of functions in support of the District's English as a Second Language (ESL) facilities and programs; manages data collection and compilation for dissemination regarding ESL students in compliance with the District, State and various grant and categorical funding sources; provides on-sight administrative assistance and support to staff at various ESL facilities; assists in coordinating special events for ESL students and the community.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, English as a Second Language. Exercises no supervision of staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for performing a variety of direct and supportive duties and activities within the ESL department to ensure ESL students learn and perform in general subject matter areas in the noncredit ESL curriculum and programs. Incumbents in this classification learn and perform the full range of duties as assigned, working independently, and exercising judgment and initiative to assist in assessing the academic support and resource needs of non or limited English speaking students and to facilitate English language development. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. This classification is distinguished from the Coordinator, Matriculation in that the latter provides assistance and support to ESL students matriculating from the noncredit ESL programs to the credit courses, certificates, or degree pathways.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
2. Coordinates, schedules, and administers various ESL diagnostic testing, including ESL Oral evaluations; trains student assistants to administer the oral evaluations to ESL students; coordinates the Comprehensive Adult Student Assessment System (CASAS) testing for all ESL students; maintains pre-testing, post-testing, and data forms for all ESL classes.
3. Surveys faculty availability for scheduling, maintains classroom matrix, and coordinates instructional activities and events that involve faculty and staff.
4. Coordinates the translation of materials for the languages represented in the program.
5. Assists with open entry new student registration, orientation, and placement testing.
6. *Performs administrative and programmatic work for various District ESL programs in areas such as grants administration and compliance reporting.*
7. *Evaluates programs and curriculum; proposes and assists in developing program changes; implements program modifications based upon evaluation results.*
8. *Monitors enrollment in non-credit courses through weekly attendance records.*
9. Administers ESL database(s); ensures validity/accuracy of data via reconciliation of data from multiple sources, including Banner System, TOEFL testing, Comprehensive Adult Student Assessment System (CASAS), and ESL databases.
10. Assists various District personnel to plan, organize, and coordinate on- and off-campus community outreach events to attract and inform prospective ESL students of programs and available resources.
11. Performs general administrative duties; prepares, organizes, and maintains student records and files.

12. Attends a variety of meetings and training sessions as required.
13. Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Performs related other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. General subject matter areas, including mathematics, science, social studies, grammar, spelling, writing, and reading.
2. Structural and operational elements of non-credit Career Development and College Preparation (CDCP) programs offered within the California community college system.
3. Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
4. Basic principles, practices, and procedures of grant funding and compliance.
5. Methods and practices of adult instruction and tutoring.
6. Theories, principles, and practices of Second Language Acquisition (SLA) and their application to effectively provide high quality services to students.
7. Modern office practices, methods, and computer equipment and applications related to assigned work.
8. Basic principles of record keeping and file maintenance.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Recognize individual student learning needs and adapt materials and assignments to facilitate learning.
2. Learn, interpret, and apply District rules, regulations, policies, and procedures.
3. Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
4. Perform responsible administrative support work with accuracy, speed, and minimal supervision.
5. Organize, maintain, and update student records and files.
6. Understand and follow oral and written instructions.
7. Operate modern office equipment including computer equipment and software programs.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college with major coursework in liberal arts, education, or related field, and two (2) years of increasingly responsible experience working in an ESL environment. A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields is desirable. Specialized training on second language acquisition theory and methodology

and completion of a Teaching English to Speakers of Other Languages (TESOL) program is highly desirable.

Licenses and Certifications:

- Incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a classroom and/or office setting and use standard classroom and office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for instructional activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, climb, and walk; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and/or office environment with moderate noise levels and controlled temperature conditions. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.