

The Immigrant Welcome Center
Job Description: English Learning Director
BELL Project (Building English Literacy & Learning)

Department: English Language Literacy

Status: Exempt

Supervisor: CEO

Salary: Base salary: \$55,000

Position Summary

The primary purpose of the English Learning Director is to carry out three key projects: complete curriculum development for the Literacy Foundations side of the BELL Project, deliver training in various forms for teachers of the Literacy Foundations initiative, and build the local TESOL community by convening professionals around learning opportunities.

Responsibilities

- Lead the 8-person curriculum development team
- Oversee development of 8 more curricular themes for literacy-level learners
- Refine curricular themes previously developed, and the assessment tool to measure success
- Teach one pilot class each unit
- Oversee student registration, intake, pre- & post-pilot assessment
- Oversee data collection, examination, and reporting to stakeholders & funders
- Organize teacher training in the form of Study Circles and yearly TESOL training
- Develop the required funder and other reports
- Develop community relationships and pursue strategies to support program sustainability
- Communication with local ESOL providers re: the program implementation
- Work with Instructional Designer to develop and maintain website housing the curricular resources
- Present for various groups and disseminate program information
- Participate in continuing education by attending courses/conferences
- Referring immigrants to ESOL classes around the city

Success Indicators

Success in this role is indicated by the following:

- Assures that grant deliverables are met in compliance with the grant plan
- Accurately and clearly documents and shares information
- Handles requests and assignments in a timely and quality manner
- Displays a positive attitude about the rights and opportunities for immigrants
- Fosters feelings of confidence and collegiality with colleagues, board members and volunteers

Working Conditions

- Flexible working conditions as negotiated in compliance with public health guidelines
- Must have internet access (capable of holding video-based calls) and mobile phone
- Standard working hours 9:00am-5:00pm Monday-Friday

- Occasional evening work required
- Extensive computer and phone work

Qualifications

- Masters in TESOL or TESOL-related field required, plus at least 5 years' ESOL teaching experience, including teaching beginning literacy-level learners
- Experience as a language learner and/or cross-cultural living is desired
- Knowledge of most recent research on working with beginning literacy-level adult English language learners
- Experience developing curriculum for ESOL classes required
- Exceptionally organized
- Experience leading, mentoring and training ESOL teachers
- Professional and clear communication skills (in person, via phone, via email)
- Strong knowledge of Microsoft Office suite, including all applications

Provided to: _____ Date: _____

Supervisor: _____ Date: _____