

Work Environment

employee is required to stand, walk; use hand to feel, finger or handle, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Administrator of Adult and Community Education

GENERAL RESPONSIBILITIES

1. Develops and coordinates a comprehensive adult English for Speakers of Other Languages (ESOL) program for Adult Education.

SPECIFIC RESPONSIBILITIES

1. Coordinates and supervises the operation of the Adult Education ESOL Program which includes recruiting part-time instructors and aides.
2. Identifies and secures facilities convenient to targeted population.
3. Investigates obstacles to attendance for the targeted population and investigates and secures additional resources to support program participation.
4. Establishes and coordinates an advisory council for the adult ESOL program.
5. Supervises part-time Adult Education ESOL instructors and oversees their programs to ensure consistent instruction and reporting.
6. Supervises the maintenance of databases and the recording and retrieval of student information.
7. Delivers speeches and holds special program promotions for local clubs and community organizations to promote awareness and collaboration with local agencies and business.
8. Routinely assists in preparing forms, brochures, handbooks and directives to effectively operate the program.
9. Assists with the preparation of program records, documentation of student progress, audit materials, and Workforce accounting.

10. Assists with orientation and in-service education to Adult Education part-time staff.
11. Supervises the determination and acquisition of appropriate instructional materials.
12. Assists the Administrator in the appropriate phases of program evaluation and improvement.
13. Routinely meets with teachers and coordinators to provide and receive feedback about the program.
14. Monitor performance-based data such as LCPs on a regular basis.
15. Performs other duties as assigned.