

ESOL EDUCATION COORDINATOR JOB DESCRIPTION

Position: ESOL Education Coordinator

Reports to: Education Supervisor

Hours: Up to 25 hours (possibly evenings)

Position Overview: The ESOL Education Coordinator works collaboratively with all members of the education department leading to the successful execution of the ESOL (English to Speakers of Other Languages) program. The coordinator provides guidance to students and supports the efforts of volunteer teachers and tutors in both in-person and remote teaching models. Responsible for all aspects of the ESOL education programming including management of the program schedule of students and volunteers; collaboration with staff and volunteers regarding curriculum, and assessments to ensure program success.

Skills Desired: Multilingual. Knowledge and experience in ESOL curriculum planning, development, teaching, and assessments. Cultural competence and sensitivity; must be able to work with low-income populations. Excellent human relations skills, high level of organization and communication abilities. Committed to improving delivery of instruction to meet the needs of the current population.

Position duties and responsibilities include, but are not limited to:

- Coordinate and establish ESOL schedule of incoming students and volunteer teachers across all ESOL programs
- Interview and assess clients' abilities for appropriate classroom placement
- Maintain accurate attendance records, class rosters, and waitlist
- Respond to all inquiries for ESOL classes in a timely manner
- Revise curriculum guides annually to incorporate new content and client needs
- Support all staff and volunteer teachers with appropriate materials
- Teach both remote and in-person ESOL sessions as needed
- Conduct volunteer meeting for training and updates to program
- Effectively communicate to staff, volunteers, and clients in a timely manner
- Assist in the supervision of Volunteers and be a team participant in the Education Department
- Assist in other Beverly Bootstraps programs when needed
- Adhere to the Beverly Bootstraps Security Plan and Procedures
- Should be compassionate and kind; should work with integrity in all relations; should understand our mission and be invested in Beverly Bootstraps.

- Proficiency in using technology for instructional purposes, such as laptops, and online curriculum.
- Should understand and apply DEI-B organizational beliefs and values as well as all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook.
- Demonstrate a commitment to continued learning and exploration of DEI-B concepts through day-to-day implementation and modeling.
- Work In partnership with the Leadership team to promote a culture of inclusivity and belonging that embraces the contributions of all team members.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Multilingual preferred
- Graduation from a four-year College or University with a degree in social work, education, or a closely related field.
- Experience in Human Service Programs; experience teaching Adults or equivalent combination of education and experience.
- Successful CORI check

Primary Physical Requirements:

While performing the duties of this job, the employee is regularly required to lift 35 pounds, the ability to hear, exchange information, move about and use a computer for long periods of time. Manual use of a calculator, telephone, copier and facsimile machines is necessary.

Statement of Non-Discrimination:

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.