



Position Title:	VESOL Program Leader	Job Code:	0711
Reports To:	Manager	Job Group:	PENC
Department:	Community Education	Salary Grade:	14
Prepared By/Date:	Sara M. Bulnes/08-10-2009	FLSA Status:	Exempt
Approved By/Date:	Maritza S. Radbill/08-10-2009		
Revised:	Jennifer C. Brito/8-18-2009		

Summary:

The primary responsibility of the Program Leader is to coordinate the Vocational English as a Second Language Program and teach two classes within the program.

Essential Duties and Responsibilities:

- Develop and oversee curriculum
- Contact colleagues at other campuses to see what has worked for them
- Contact ESOL book vendors for latest editions /recommendations
- Look for correlated handouts to ensure quality and student success
- Interview potential job candidates along with supervisor
- Supervise Post CASAS (final exam) test sessions, as well as administer tests
- Oversee test material collection, test administration, and interpret and disseminate results
- Handle student issues/concerns—Listen, empathize, try to solve—to ultimately find a satisfactory ending
- Oversee the monitoring and distribution of attendance forms, class attendance headcounts, and keeping copies of attendance records
- Order books/complete adoption forms and give to bookstore
- Supply dates for A forms for classes to be put in the system and review after completed
- Secure space at the Computer Courtyard for new student orientation
- Drop students (IWs) and verify and enter last day of attendance done at the last day of each term
- Supervise assistant and five instructors
- Oversee and handle instructor issues as they occur
- Train part-time instructors
- Stay atop of new ESOL software/technology
- Work with ESOL lab assistants to coordinate student lab schedules and proper use of software
- Attend workshops and trainings
- Establish working relationships with other departments, to aid the department everyday operations of the program
- Prepare instructor class assignment sheet, review, and sign off on time sheets
- Conduct instructor class evaluations every semester
- Oversee verifying accuracy of student placement for new and continuing students
- Report any discrepancies to the Retention & Recruitment Specialist
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of English language
- Know how to convey knowledge to students
- Motivate students to learn and succeed in class

- Knowledge of ESOL/Audit Ed general program procedures
- Stay informed of all constant program changes by attending trainings and workshops
- Knowledge of students' rights/regulations/policies or where to find them
- Professionally and fairly solve problems/issues as they arise

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in English as a Second Language

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name