

**The Literacy Council of Central Alabama
ESOL Program Coordinator Job Description**

SUMMARY OF POSITION

The primary responsibility of the English for Speakers of Other Languages (ESOL) Program Coordinator is to design and teach ESOL programs with particular focus on workforce preparation and development. Responsibilities includes curriculum development, teaching, record management, development of partnerships, and recruitment of program participants. The ESOL coordinator will support a diverse group of adult ESOL learners from a wide range of cultures and educational backgrounds. The ESOL Program Coordinator reports to the Director of ESOL Programs.

KEY AREAS OF RESPONSIBILITIES

- Design and teach engaging, high-quality, meaningful lessons with clear objectives that promote language learning and critical thinking skills.
- Contextualize lessons to include relevant topics such as digital literacy, workforce preparation, budgeting, money skills, and life skills.
- Create curriculum, develop programs, and plan class activities to enhance learning acquisition and replicate real life scenarios.
- Observe and assess language development to advance students' language development efficiently and measure students' language growth.
- Adapt lesson delivery to help students achieve learning objectives.
- Identify and recruit program partners and participants in conjunction with ESOL and TLC leadership
- Build partnerships within communities and businesses
- Maintain strong communication and working relationship with TLC staff and class site locations.
- Collaborate with volunteers and train other individuals to maximize learning opportunities.
- Instruct students both in-person and remotely using online platforms like Zoom, Google Classroom, and other distance learning platforms
- Maintain complete and accurate records including attendance, progress, and contact information.
- Maintain materials inventory and coordinate book orders for programs
- Assist with special programs, projects or assignments as directed
- Perform backup tutoring as necessary for overall ESOL programs

General Agency Duties

- Answer helpline as needed and make referrals for learners
- Represent TLC at community events
- Participate in professional development opportunities and staff activities
- Contribute to annual allocation report and other reports as needed
- Perform other agency duties as assigned

QUALIFICATIONS:

Bachelor's degree required. Master's degree in Teaching English for Speakers of Other Languages (TESOL), Applied Linguistics, Adult Education or a closely related field preferred. Bilingual preferred. Experience in ESOL or adult education. Reliable transportation and proficiency with Zoom, Google Classroom, and Microsoft 365. Ability to manage multiple tasks; excellent communication skills; ability to work effectively in collaboration with diverse groups of people; action-oriented, adaptable, and innovative.

Position type: Part-time, some evenings and weekends required, some travel required

Salary and Benefits: Commensurate with experience

Please submit resume and cover letter to careers@literacy-council.org.

Please include "ESOL Program Coordinator" in the subject line.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.