

Title: Adult Education Coordinator	Grade: 7	
Reports To: Community & Family Well-Being (CFW) Manager	FLSA Status: Exempt	
Supervises: English Language Instructors	Date Written:	Date Revised:
	09/04/2019	

POSITION SUMMARY

Reporting to the Community and Family Wellbeing Manager, the Adult Education Coordinator position has overall responsibility for English language classes for adults. The Coordinator sets the curriculum, creates lesson plans, administers standardized testing and develops and implements formal and informal tests to monitor student progress. This position is also responsible for recruitment, attendance and the maintenance of student records, while managing the professional development and training of teachers to improve teaching skills and knowledge of immigration law. The Adult Education Coordinator also needs to provide orientation and training sessions to the newly hired staff members and volunteers, provide administrative support to the CFW Manager, and supervise English Language Instructors.

DUTIES AND RESPONSIBILITIES

- Supervise English Language Instructors and monitors teaching quality
 - Conduct monthly meeting with English Language Instructors
 - Provide regular supervision to all English Language Instructors
 - Coordinate, review, and monitor the development of English literacy and citizenship curriculum, syllabus, and lesson plans
 - Conduct regular quality review for each English Language Instructor in the classroom and provide feedback to improve their teaching skills
 - Arrange and provide training to English Language Instructors
 - Conduct annual performance appraisals
- Teach English language classes:
 - Provide direct instruction to adult English Language Learners in a classroom setting.
 - Help students improve English listening, speaking, writing, and reading skills.
 - Teach students the naturalization process, components of naturalization interview, and knowledge of American history, government, geography, and civics.
 - Introduce and integrate students to American culture.
 - Educate students on their rights and responsibilities as LPRs and citizens.
 - Provide individual sessions with students when their naturalization interview is approaching.
 - Administer standardized testing and develop formal or informal tests to monitor students' learning progress.
- Follow the curriculum to develop culturally sensitive syllabi, lesson plans, and teaching materials:

- Follow curriculum based on program goals and objectives.
- Develop lesson plans and teaching materials for each level of ESL and citizenship classes on a weekly basis.
- Utilize technology, such as computers and internet to enhance students' learning experience.
- Maintain student files:
 - Assist with maintaining students' records.
 - Keep track of students' learning progress.
 - Prepare weekly attendance report and end-of-term student progress report.
 - Utilize CASL's Salesforce database system to enter students' demographic information, hours of attendance, test scores, and naturalization outcomes.
 - Provide data to the supervisor for preparing agency's reports when needed.
- Attend professional development training each year to improve teaching skills and knowledge of immigration laws.
- Provide administrative support to CFW Manager
 - Utilize CASL's Salesforce database system to generate reports for program performance evaluation
 - Maintain data and prepare reports according to the funding and agency's requirements
 - Assist in developing marketing strategies and materials to promote CASL's adult education classes to Chinese communities in the City of Chicago and suburban areas
 - Work closely with Civic Engagement & Community Liaison Officer for student recruitment and outreach to LPRs
 - Check and observe attendance for all classes and upload attendance vouchers twice a month for our funders
 - Oversee level gains, post-test rates, and retention rates across the entire program
 - Refer students to other programs within or outside the agency for student's special needs
 - Attend administrative meetings held by funders
 - Respond to agency's needs by performing assigned tasks that do not fall within the above description. If such tasks are not of a temporary nature, they shall be added to this list of designed job responsibilities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor's degree in education, human services, or related fields.

- Five years of experience teaching adult education, two of which teaching ESL or citizenship to adults.
- Complete the “New Teacher Orientation,” “Citizenship Basics,” and “Administer the BEST Literacy Test” provided by the Adult Learning Resource Center within 6 months of employment.
- ESL certification preferred

Skills/Knowledge:

- Excellent English reading, writing, and speaking skills.
- Ability to speak fluent Chinese (Cantonese and/or Mandarin) is a plus.
- Knowledge of Adult Basic Education and ESL instruction, theory, and practice.
- Ability to use general computer applications for Word Processing, data entry purposes, email as well as internet research.
- Working knowledge of test record system DAISI
- Knowledge of the naturalization process and U.S government and history.
- Basic end-user level understanding and experience with Salesforce is a plus.

Physical Demands:

- Required to occasionally lift/move objects weighing in excess of 10 pounds.
- Required to occasionally travel and drive for the program.

Environment and Scheduling:

- Work could be performed Mondays through Saturdays, during the day and in the evenings.
- Work is performed on site and occasionally at other locations.
- Must be flexible and available to work additional hours, in the evenings and on the weekends, when necessary.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.