

**Assistant Director  
Job Description**

**YMCA of Greater Boston (ILC)  
International Learning Center  
100 Franklin St, Lower Level  
Boston, MA 02110  
[www.ymcaboston.org/InternationalLearningCenter](http://www.ymcaboston.org/InternationalLearningCenter)**

Come join the ILC at its convenient downtown location.  
Work with a friendly and committed group of professionals.  
Support adult English language learners who want to meet their goals.

Monday-Friday, days and at least 2 evenings required  
Full-time with benefits  
Free YMCA gym membership  
Salary: \$47,000-54,000

Description of Position:

- Manage teaching staff of 10+ teachers in more than four different adult ESOL programs on-site and off-site
- Oversee day-to-day operations of administrative team
- Problem solve student and teacher issues
- Manage teacher coverage of classes at all times—create monthly teacher assignments in collaboration with Director, and manage substitute coverage for vacation requests as well as last minute sick days, etc
- Lead and document monthly teachers' meetings
- Coordinate teacher development trainings and opportunities
- Monitor lesson plans and observe classes to ensure quality
- Develop, update, and maintain curriculum
- Choose textbooks for classes
- Expand and market our various programs and enrollment via social media, flyers, building relationships with partners, monitoring and updating our website, and designing and maintaining distribution list
- Assist with hiring new employees and teachers
- Write grant proposals and reports

Qualities Needed for Position

- Team leader, flexible, creative, problem-solver
- Supervisory experience

- Experience teaching Beginner to Advanced adult ESOL students
- Interest in or knowledge of ESOL best practices
- Flexibility. Able to substitute teach an ESL class at a moment's notice
- Ability to correctly identify a students' language level/place them into the right class
- Strong organizational skills
- Good follow-through, documentation, research, and communication
- Strong interpersonal skills; work well with people from diverse backgrounds, approachable
- Fantastic customer service
- Able to meet deadlines
- Clear and effective communication skills, both orally and in writing
- Strong math and data analysis skills
- Able to export, import, manipulate, and analyze data using Excel and online database. Assist with design and maintenance of online database.
- Familiarity with Department of Elementary and Secondary Education (DESE) requirements
- Bilingual a plus

Qualifications:

- Bachelors or Masters degree in TESOL, Education, or a related field
- Proficient in Microsoft Office Word and Excel and familiar with online databases.
- BEST Plus and/or TABE- E certified (helpful) or willing to become certified (required)

Supervision:

Reports to Director

To apply:

Email resume and cover letter to Sarah Harkleroad at [sharkleroad@ymcaboston.org](mailto:sharkleroad@ymcaboston.org). Please address the job requirements in your cover letter. No phone calls please.