**Title:**  Abisi Adult Education Center, Part-time ESOL Assessment Coordinator

**Description:**

The ESOL Assessment Coordinator works closely with the ESOL Registrar, Enrollment Specialist and Program Planner to ensure the timely and accurate assessment of all ESOL students enrolled in the program. The ESOL Assessment Coordinator must have the ability to work and collaborate with all staff, students and partner agencies in a compassionate and caring manner. Job duties include, but are not limited to the following:

**Duties:**

* Scheduling of all pre and post assessments of ESOL students
* Monitoring student attendance totals to determine post assessment readiness
* Contacting exited students with 12+ hours of attendance to complete post assessment
* Notifying students of their appointments via email and text (or phone call if unavailable), following up with reminders and missed appointment notices
* Assessing students at all program sites and remotely via Zoom
* Entering assessment results in local records and in LACES
* Scheduling additional staff to aid with assessing students as needed (August through October pre testing and February/March post testing)
* Attend all relevant trainings provided by ACLS and maintain administrator certifications for all current ESOL assessments
* Other duties as directed by the program Director and the ESOL Registrar, Enrollment Specialist and Program Planner

**Requirements**:

* Minimum of High School Diploma or High School Equivalency Certificate
* Must be detail oriented, with strong communication, organizational and teamwork skills
* Ability to work independently
* Must be available 3-4 days/wk between 9am and 12pm and two evenings per week between 6 and 9 p.m. (one remote, one in-person)
* Must be willing and able to assess students at our satellite locations within Lowell
* Current certification in BEST 3.0 administration
* Experience with Zoom
* Experience with Microsoft Office and Google tools, especially sheets and docs
* Experience with the State's LACES system preferred
* Current certification in TABE Clas-E Reading preferred
* Experience with TABE Clas-E testing platform (the DRC Portal) preferred
* Experience working with a linguistically and culturally diverse adult population preferred
* Bilingual Portuguese/Spanish/Haitian Creole preferred

**Grant funded, part-time, not to exceed 18 hours/per week**

**Hourly rate $24.00/hour**

**Reports to Director of Abisi Adult Education Center**