

ESOL PROGRAM COORDINATOR – ABCD Parker Hill/Fenway

Responsibilities

- Responsible for the administration and management of all program operations.
- Coordinates the existing ESOL program, initiates and supports the efforts to expand and develop new educational services.
- Supervise the maintenance of academic records and reporting requirements for funding sources while using a participatory, team-based, learner-centered approach.
- Develop, plan, oversee, and manage daily operation of ESOL program.
- Monitor and evaluate program performance and implement changes necessary to meet or exceed targeted outcomes.
- Supervise, support and evaluate ESOL Instructors and Education and Career Advisor, schedule and facilitate regular staff meetings, create Individual Professional Development Plans jointly with staff, guide efforts of staff to implement professional development plans, and assist with classroom management.
- Attend ABCD ESOL Program Coordinator meetings and participate in ABCD Adult Educators' efforts to develop and implement program wide initiatives, evaluate program performance, and create joint staff and program activities.
- Recruit and support students, business and community leaders, staff, service providers, and public representatives in the program community to serve on the local and central Adult Education Advisory Councils.
- Attend mandatory meetings, trainings, and conferences of the MA Department of Elementary and Secondary Education.
- Coordinate with ABCD departments and staff to ensure that the program meets current ADA requirements.
- Perform other related duties as assigned from time to time.

Qualifications

- Minimum of a Bachelor's degree in Education or related field required, with one to three years teaching experience with adults, preferably in ABE, ASE, or ESOL required.
- Master's Degree in TESOL, curriculum development, or related field preferred.
- Certification in BEST Plus 2.0 and TABE CLAS-E Reading and Writing preferred.
- Experience working in DESE-funded program a plus. Certification in administering and scoring the TABE Reading and Writing and BEST Plus 2.0 preferred.
- Demonstrated ability in program planning and evaluation, curriculum development, program management, and supervision.
- Demonstrated knowledge of specialized literacy programs and best practices in educational programming.
- Excellent oral and written communication skills.
- Bilingual skills are a plus, Spanish preferred.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Please note: this position is temporary until June 30, 2022.

To Apply

No phone calls, please. Visit <https://careers.bostonabcd.org/> to apply.