

ENGLISH LANGUAGE LEARNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The English Language Learning Coordinator (ELL Coordinator) is responsible for supervising volunteer teachers and tutors, organizing classes and students, implementing curriculum plans, and teaching classes. The ELL Coordinator is also responsible for assessing and evaluating students for placement in the appropriate class or with the right tutor. This position will report to the Head of Adult Services in the Library. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Co-teach English Language Learning (ELL) classes with other ELL teachers;
Attend 1-2 classes a week and assist with small group discussions;
Work with teachers to create and coordinate curriculum;
Recruit and train new teachers and tutors;
Assign teachers to appropriate classes;
Coordinate one-on-one tutoring program by matching volunteer teachers with current attendees;
Ensure that current tutees continue attending class;
Provide support to the tutors;
Coordinate meetings with all current teachers and library administration 2-3 times a year;
Maintain appropriate records for attendance, statistics, hours, etc.;
Develop in-house training; Request and coordinate outside training with Library administration;
Meet with and assess new students to make sure they are attending the appropriate classes;
Create a plan for “graduation” of students that need to move on to higher levels;
Coordinate and provide support to ongoing programs related to ELL;
Participate in community outreach;
Attend annual SALS literacy meetings and work to create partnerships with area organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of educational principles and practices, technology, trends and best practices as they apply to teaching and learning English as a second language; management and supervisory skills with the ability to inspire and guide volunteer staff to be successful in providing service and implementing new approaches; willingness and ability to provide a positive teaching example; ability to communicate effectively, both written and orally; knowledge of computer systems such as Word, Excel, and Powerpoint, along with web-based communication platforms such as Zoom, GotoMeeting, etc.; knowledge of learning databases such as News for You, Pronunciator, and various Gale products; ability and enthusiasm for working with the public; ability to interact tactfully and appropriately with a diverse staff and community; ability to assume a leadership role in a group setting; ability to establish and maintain effective working relationships with staff, community officials, and the public; ability to work in a team setting; willingness to assist and support volunteers, contribute ideas and maintain flexibility; ability to adapt to a rapidly changing environment.

MINIMUM QUALIFICATIONS: Graduation from a NYS registered or regionally accredited college or institution with a Bachelor's Degree AND two (2) years of experience working with English language learners.

SPECIAL REQUIREMENT: Preference will be given to those individuals who have a certification in Teaching English as a Second Language (TESL) or Teaching English to Speakers of Other Languages (TESOL).

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