



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

DESCRIPTION FOR LIMITED PERIOD POSITION*

POSITION:	Coordinator of Non-Credit ESL Program
LOCATION:	Center for Workforce and Community Education (Primarily located at the Providence Campus)
REPORTS TO:	Director, Adult Education / Literacy Services
GRADE:	CCRIPSA 10
SCHEDULE:	Non Standard, 35 hours per week; Day, evening and Saturday hours required

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: To manage the instructional services supporting students enrolled in non-credit ESL and BRIDGE programs, and to assist in providing Spanish language support in the CWCE Providence Office. These duties include teaching, testing, marketing, and recruiting as well as organizing professional development and program evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage daily operations of instructional program.
- Lead in the development and evaluation of curriculum aligned with for-credit CCRI course offerings and with other area ESL classes.
- Manage annual evaluation and professional development of instructors.
- Schedule and oversee testing of students for placement and evaluate program effectiveness.
- Order books and other instructional materials with support of office staff.

Knight Campus

- Participate in meetings with other program and division personnel.
- Collaborate to market and recruit students for ESL 1-4 and BRIDGE program classes.
- Coordinate the enrollment/scheduling/cancellation of classes.
- Oversee the maintenance of the ESL student database and retrieve statistical data as needed.
- Attend area ESL coordination meetings and network with RIDE-funded ESL programs.
- Collaborate with area programs to plan professional development for ESL teachers that promotes consistent quality.
- Assist Director with research to support grant applications and collaborations aimed at increasing Providence area ESL capacity.
- Teach non-credit ESL as needed.
- Be thoroughly knowledgeable about all of the division's programs and disseminate program information by telephone and in person to potential customers as needed.
- Assist customers with course/program registration process.
- Assist in student registrations through the electronic Student Information System (Banner).
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, telephones, copy and fax machines, equipment used in providing instruction, and other office equipment.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Must be bilingual (English and Spanish)
- Master's degree with three years of relevant experience or a bachelor's degree with five years of experience teaching ESL to adult learners required.
- TESOL credential preferred.
- Must be committed to learner-centered instruction and use of research-based best practices.
- Experience with computerized file maintenance, spreadsheets, desktop publishing software necessary; proficiency with word processing and database applications essential.
- Accuracy and precision in data reporting necessary. Strong interpersonal skills required. Ability to work independently in an extremely busy environment. Excellent organizational skills required.

***This position is limited to June 30th with the possibility of renewal after annual review.**

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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