

## Position Summary: ESOL Program Manager

The ESOL Program Manager manages, oversees, and guides in planning, implementing, and supporting English Language Learner/Bilingual programming at the Collierville Literacy Council and any satellite programs. The ESOL Program Manager will determine curriculum, develop program structure for all levels of learners, oversee teachers' and volunteers' lesson planning, report results of instruction to Executive Director, collaborate with area agencies for programming, develop partnerships for students, and seek volunteer support.

### Ideal candidate:

- Has lived and worked in another country for at least 6 months
- Non-judgmental, compassionate leader who will put individuals' learning needs first when considering education options
- An experienced teacher who has worked with English Language Learners and has knowledge and understanding of curriculum modifications, instructional best practices, and interventions
- A self-reflective and self-aware teammate who is dedicated to aligning their work to Collierville Literacy Council's commitment to antiracism and who is eager to use these skills to contribute to a culture of diversity, equity, and inclusion
- A solutions-oriented multitasker with strong administrative and organizational skills, attention to detail, and ability to meet deadlines
- A strong, thoughtful communicator and collaborator who understands how to work with a variety of stakeholders.
- A tech-literate educator with the ability to quickly learn and implement a variety of educational software
- An experienced program manager who is excited about strategically scaling our bilingual and ELL support.
- Bilingual speaker (Spanish, Arabic, or Chinese to English) writer, reader, and listener both conversationally and academically (**required**).

### Responsibilities:

- Assess and intake new ESOL students for enrollment into classes or individual tutoring
- Oversee and perform assessments as needed for new and returning students
- Determine and manage class schedules and enrollment, and report results monthly to Executive Director
- Find, interview and train volunteers for conversational classes and teacher support as needed
- Organize and coordinate intern recruitment, management, and needs
- Collaborate and partner with area agencies and schools to increase enrollment and provide resources to ESOL students for additional support as-needed
- Lead bilingual hiring with Executive Director
- Plan and facilitate ESOL community programming
- Stay current for TN and MS state requirements for Spanish HiSET, and communicate changes to the community
- Provide preparation support for Spanish HiSET takers
- Develop programming for TOEFL test preparation

- Support with translation and interpretation as needed for communications with families
- Collect data for future grant submissions
- Attend and give reports during staff meetings
- Work with other stakeholders to create and manage LMS and online learning programs
- Attend community functions as a representative of the Collierville Literacy Council
- Answering phones and performing general office assignments as necessary for a small office environment

**Work environment:**

This work is in an open office environment at a cubicle. You will mostly sit and stand.

**Physical requirements:** You should be able to lift boxes of books up to 50 pounds.

**Position Type:**

This position is for 32 hours a week (Monday-Thursday 9 am – 3 pm) beginning at \$15 an hour. Work is a blend of in-office and remote work. Some travel in the city may be required.

**Required Education and Experience:**

- Bachelor's Degree required
- Bilingual speaker (Spanish, Arabic, or Chinese to English) writer, reader, and listener both conversationally and academically required
- 5-years' experience teaching or tutoring preferred
- At least 6 months spent living in another country preferred

**Benefits:**

- Flexible work schedule depending on work requirements
- Two weeks' break at Christmas
- 10 paid holidays for full-time employees

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Collierville Literacy Council is an Equal Opportunity Employer and will not discriminate against an applicant or employee on the basis of any legally recognized protected basis under federal, state or local laws, regulations or ordinances. Our mission is to build language to develop success. This is a value we highly support and strongly encourage candidates of all backgrounds to apply.