



Job Title: AESL Lead Instructor and Coordinator for Citizenship Integration	Department: AESL
Reports to: AESL Assistant Director	Job status: Exempt Salary: \$45,000

JOB SUMMARY

This position is a full-time position (with both morning and evening responsibilities), but the responsibilities will include both instruction and student coordination.

The AESL citizenship integration lead instructor and coordinator works will collaborate with the AESL administrators and team to build a program and design a curriculum that integrates citizenship and English language acquisition. This person can expect to prepare lessons, instruct students, collaborate with staff, contact students regarding progress, and record data. They should be an engaging instructor who uses performance data to inform instructional decisions, willing to work with a team to accomplish program goals, and conscientious about keeping and recording accurate records. They are responsible for helping students progress in their English skills and citizenship knowledge (as evidenced by post-test scores) and connecting with students to track attendance and progress.

In addition to the instructional work summarized above, this position also involves student coordinator responsibilities. They must communicate with Adult English Language Learners and manage student files and data; keep and report accurate attendance records; check files and data for accuracy; test and enroll students. They should be thorough, accurate, and have excellent interpersonal skills. Responsible for greeting students and helping them with enrollment and testing processes.

To be a successful AESL citizenship integration lead instructor and coordinator, you should have an understanding of data based instruction, strong understanding of the structure of the English language, ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. You should also be able to differentiate instruction based on student needs and integrate skills and content to deliver cohesive integrated lessons. Problem solving skills and the ability to handle high pressure situations while maintaining focus on serving students are very important in this position. You should be flexible, efficient, organized, have excellent interpersonal skills, and be capable of solving problems

Must be available to work mornings and evenings

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instruction

<p>Plan and execute instruction to empower students to progress in English and citizenship goals including:</p> <ul style="list-style-type: none"> ● Design a curriculum that integrates citizenship and English language acquisition ● Prepare engaging lessons that incorporate all learning modalities ● Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains. ● Work with administration and student coordinators for student recruitment, outreach, and retention efforts
<p>Data and Records</p> <ul style="list-style-type: none"> ● Enter data into Jobs4TN state database and check for accuracy ● Maintain records on student contact and pre and post assessments in compliance with state and federal guidelines ● Verify attendance and student enrollment forms for accuracy
<p>Student Relations</p> <ul style="list-style-type: none"> ● Welcome students in person or over the phone ● Answer questions for students and potential students ● Schedule student enrollment, assessments, and help students with changes in class schedules
<p>General Operations</p> <ul style="list-style-type: none"> ● Perform site lead functions as assigned ● Lead by example, promoting positive communication, teamwork and professionalism ● Promote AESL program through interaction with students and prospective students ● Support other staff as a member of the AESL team ● Refer students to other HopeWorks programs as need arises ● Perform basic office tasks, such as filing, data entry, answering phones, etc. ● Handle communications with clients and vendors via phone, email, and in-person ● Other assigned duties as requested

EDUCATION & RELATED WORK EXPERIENCE	
Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)	
Bachelor's required, teaching license (or equivalent) required; ESL/EFL or English certification preferred	
Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)	
6 mos. - 1 year teaching experience required, including lead, assistant, and/or student teaching; proficiency in language other than English preferred, experience in administrative assistant roles or customer service preferred.	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
A strong command of computer skills (preferably GSuite and education technology such as Promethean or Smart Board) is required.	X	

Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students.	X	
Flexibility and willingness to work well in unexpected situations	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be willing and able to collaborate with others, both offering input as respectfully accepting others points of view.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Problem-solving skills	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)

To perform the functions of this job, the AESL lead instructor and coordinator of citizenship integration may be asked to perform in-person work adhering to COVID-19 protocols. The work may require prolonged periods of time in stationary positions, either sitting or standing, and s/he may be required to do light lifting that requires moving objects up to 20 pounds.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: _____ **Revision Date:** _____

Supervisor: I have approved this job description and reviewed with my employee.

Signature: _____ Date: _____

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Human Resources:

Signature: _____ Date: _____