Supervisor, ESL Programs

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 20513
Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Executive Director, Adult Education

Job Purpose

To provide leadership in the planning and operations of Adult Basic Education ESL programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises Adult Education instructors and administrative staff.
2. Manages one or more specialized programs within the Adult Education arena and represents those programs to internal and external partners.
3. Integrates appropriate curriculum using employment based and academic skills.
4. Coordinates Adult Education programs with community partners. Evaluates facilities, inventories materials, observes instructors, and monitors grant compliance.
5. Reviews instructors' performance, updates the department calendar, and class schedule.
6. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
7. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake and other events that pertain to the promotion and recruitment of students; may assist with providing transcripts to students.
8. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.
9. Facilitates professional development in various technology applications; provides support to instructors, Adult Education Recruiting/Advising Specialists, and students.
10. Assists in writing annual grant applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Supervising and coordinating the activities of subordinate personnel.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years work experience in program management including one year supervisory experience.

Education

Required

- Bachelor's degree in education, adult education, or a related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.