

*Literacy Green Bay
Job Description Updated 2021*

English Language Learning Class Program Manager

Reports to: Executive Director

Pay range: \$16 - \$18, based on experience/qualifications

Position: 30-40 hrs/week with PTO, 60% daytime and 40% evening hours until 8:30 PM

SUMMARY

The English Language Learning (ELL) Class Program is responsible for the successful operation of our ELL classes, including instructor recruitment and supervision; class scheduling; registration, assessment, and management of adult learners; coordination of classes with other programs (Computer Lab, Citizenship, Adult Tutoring) and with NWTTC's adult ELL classes; and tracking, monitoring and reporting learner progress and outcomes. Ability to communicate in at least an intermediate level of Spanish is preferred.

ELL CLASS PROGRAM MANAGEMENT

- Maintain, align and develop class curriculum as necessary to ensure classes are meeting the English Language Acquisition (ELA) competencies and standards, incorporating math, civics, workforces and other areas as necessary*
- Carefully track and monitor all learner enrollment, attendance, achievements, and other data to ensure learners are committed to their ELL acquisition and are making expected literacy advancements*
- Input all ELL class and learner information into the LACES database and other spreadsheets, as necessary; create and distribute class rosters to teachers*
- Input all necessary learner information into portal for Adult Education and Family Literacy Act (AEFLA) Grant, submit quarterly and triannual AEFLA enrollment and progress reports, review monthly AEFLA Measureable Skill Gains reports*
- Complete all necessary outputs, outcomes and other data collection information for all related grant reports and applications*
- Plan and implement safety procedures and drills for classes*
- Collect registration fees from new learners and complete end of month income reports. Turn in fees and report to Office Coordinator*

- *Participate in curriculum meetings/trainings, professional development and other networking opportunities and share information with instructors and colleagues*
- *Consistently browse and research possible curriculum materials, maintain teacher resource library*
- *Arrange guest speakers/field trips to enhance curriculum & instruction*
- *With Computer lab instructor, develop and incorporate digital literacy curriculum*

TEACHER SUPERVISION & SUPPORT

- *Recruit, interview and orientate qualified teachers for paid teaching positions and volunteers for classroom aide positions*
- *Schedule and facilitate regular teacher meetings to share information, solicit feedback, provide support and ensure classes are taught according to the competencies learners are expected to achieve at each level*
- *Arrange for teacher in-services and/or promote and track teacher attendance in professional development opportunities*
- *Discuss individual learner situations, needs and attendance with teachers regularly*
- *Address curriculum/technology issues and share new instructional ideas with teachers*
- *Conduct formal class observations and performance reviews of each teacher annually*
- *Maintain classrooms and stock with supplies as needed*
- *Manage classroom volunteer hours in LACES and act as a reference for previous volunteers and teachers*

STUDENT ORIENTATION, ASSESSMENT, MANAGEMENT AND SUPPORT

- *Conduct registration sessions in mornings and evenings to meet scheduling needs of learners*
- *Assess new and existing students with Test of Adult Basic Education - Complete Learning Assessment - English (TABE Clas-E) in speaking and reading*
- *Enter assessment results into LACES database*
- *Create and review learners' Personal Education Plan (PEP); provide learners support, encouragement and assistance in overcoming any obstacles to their literacy gains*
- *Ensure teachers are following up with students who repeatedly miss classes and take appropriate actions as necessary*
- *Collaborate with NWTTC's Student Navigator regarding referrals to and from NWTTC*

- *Make referrals as necessary to our Tutoring program*
- *Recognize students for their advancements with certificates and/or other recognition*

CHILD CARE

- *Recruit, train and supervise childcare teachers and childcare aide volunteers*
- *Maintain childcare room and stock with supplies as necessary*
- *Manage childcare registration, fee collection, waitlists and attendance records*

OTHER

- *Update & distribute flyers and class schedules to community organizations*
- *Attend community meetings and events as necessary to promote Literacy Green Bay*
- *Attend professional development opportunities*
- *Assist with office coverage as requested to fill in for staff absences*
- *Collaborate with other staff to provide the best programming for individual learners*
- *Attend, participate and provide reports in staff meetings*
- *Attend and assist at special events as requested*

Interested candidates should send a resume to Robyn Hallet, Executive Director at rhallet@literacygreenbay.org by April 26, 2021.