

Whatcom Literacy Council ELL (English Language Learner) Coordinator Job Description

Hours: 20 hrs/wk, 10 months; 10 hrs/wk, July & August.

Rate: \$16-18/hr DOE.

Reports to: Executive Director

RESPONSIBILITIES:

1. Evaluate prospective students in basic literacy to determine learner's skill level, needs, and goals. Write up evaluation to include background information, assessment results, learner goals and recommended instructional strategies and material.
2. Interview and screen potential volunteers.
3. Develop, coordinate and facilitate all ELL Program tutor trainings.
4. Coordinate matches between learners and tutors.
5. Gather and maintain detailed information about safe, public tutoring sites around Whatcom County.
6. Support pairs throughout their tutoring experience with appropriate instructional materials, monthly communication and coordinating assistance.
7. Maintain database and paper files on all learners and tutors including matching information, learner progress, materials used, issues, etc.
8. Compile data and prepare reports, provide statistics necessary to maintain our various funding sources.
9. Communicate and work in a positive manner with other members of the staff, volunteers, and agency partners.
10. Write articles for the monthly newsletter as assigned.
11. Help with organizational events and activities, as needed.
12. Actively participate in regularly scheduled staff and program meetings each month. Provide updates on the ELL program and engage in agency discussions.
13. Recruit both learners and volunteer tutors by collaborating with community partners (i.e. WCC, BTC, Goodwill, WorkSource, Opportunity Council, etc.) and offering informational presentations to potential learners.

14. Instruct ELL small groups if necessary. This would also include assessing individual needs, creating lesson plans and record keeping.

15. Research best practices in adult literacy and participate in professional development opportunities.

QUALIFICATIONS

- BA or AA with teaching certification.
- Ability to speak in front of small and large groups.
- Excellent oral and written communications skills
- Enthusiastic and outgoing, enjoys working with and helping people.
- Ability to prioritize, take direction and work independently.
- Demonstrated teamwork skills.
- Digital literacy and the ability to lead an engaging learning atmosphere.
- Prior teaching experience or equivalent in education, tutoring, mentoring, and homeschooling. Experience teaching multi-level classes.
- Experience collaborating with other instructors and/or team teaching.
- Experience working with instructional aides, tutors, and volunteers.
- Evidence of commitment to diverse populations.
- An understanding of cultural humility and equity.
- Experience in curriculum development and in assessing learning outcomes.
- Excellent follow through and timely work.
- Familiarity with the work of the Whatcom Literacy Council and a commitment to the cause of literacy is desirable.
- Access to reliable transportation.

Preferences:

- Bilingual English/Spanish.
- TESOL (TEFL, CELTA, ESL) certification.
- Experience with the Washington State Learning Standards and CASAS appraisal system.
- Strong interest in basic academic skills and adult education issues and challenges, and a desire to keep up with current topics and advocacy issues.
- Nonprofit work experience.
- Work experience utilizing Spanish or other languages.

How to Apply: Submit a cover letter, resume and three references by email to director@whatcomliteracy.org with "ELL Teacher" in the subject line. EOE. The position will be open until filled.