



El Sol Nighttime ESL Coordinator

This is an FLSA Classified Exempt Position. The ESL Nighttime Coordinator plays a vital role in an effective Nighttime Education program at El Sol. The overall goal is to supervise nighttime Classes, create a welcoming and safe environment, for staff and students while ensuring that the ESL curriculum is completed. The Coordinator is required to commit to a schedule for 9 hours a week on Monday through Wednesday from 6:00 PM to 9:00 PM with additional time for reporting documents every week and team meetings with Chief Program Officer (Supervisor).

Essential Functions:

1. Supervise, train and support Nighttime ESL Teachers and El Sol Volunteers. Communicate regularly with ESL Nighttime Teachers. Notify Supervisor of any work performance issues. (10%)
2. Greet, welcome, and create a hospitable environment for students entering El Sol during the evening hours on Monday-Wednesday ESL classes. Make sure El Sol is locked when and everyone is out of the building when leaving. (5%)
3. Collaborates with Supervisor and ESL Nighttime Teachers to design the curriculum in accordance with funding sources and class levels. Be creative with program development. Collaborate with Teachers on new teaching ideas/strategies, including audio and visual resources (20%)
4. Prepare pre and post-tests, examination papers, and exercises for classes as needed. (5%)
5. Responsible for all reporting for Nighttime ESL program in the SERTS system, run weekly reports to demonstrate attendance of students. Submit weekly reports to Supervisor by Thursday of each week. (10%)
6. Report to Supervisor the students who are frequently absent and assist teachers with follow up on frequently absent students. (10%)
7. Ensure that the students maintain discipline while in El Sol premises. Report any incidents to Supervisor as needed (with proper documentation). (10%)
8. Attend team meetings, in-service trainings and meetings as needed. (5%)
9. Prepare information for inspection visits and other quality assurance exercises as needed or directed by Supervisor (5%)
10. Be able to replace an ESL teacher if necessary (5%)
11. Responsible for making announcements in the community (local churches) and writing “success stories” of past students in order to promote and recruit new students to the ESL program.(10%)
12. Supervise Nighttime ESL Registration and enrollment of students into Nighttime ESL program. Enroll every student into SERTS system. Work with Teachers to ensure all new students are enrolled into SERTS program before classes begin. (10%)
13. Supervise and develop the Nighttime Graduation program and supervises the distribution of ESL certificates and awards at Graduation Ceremony at the end of semester (5%).

Qualifications and Skills:

- Must have completed four year degree or teacher certification.
- Bilingual (Spanish/English)
- Computer literate (Microsoft Office, Excel) and must learn SERTS computer system.
- Independent and able to perform with limited supervision.

Please email your resume to Chief Program Officer Heather Tate-Boldt at Heather@friendsofelsol.org