



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator of the English as a Second Language (ESL) Intensive Program
Status: Full-time, 35 hrs. /week
Grade: 10
Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Vice President, Professional Studies and Continuing Education

PRIMARY PURPOSE:

Under the general guidance of the Associate Vice President, administer, direct, and expand the College's ESL Intensive Program activities and contract courses which include on and off campus non-credit courses and programs designed to meet the specific needs of a variety of student audiences. The Coordinator will also provide administrative support for Project ExCEL in cooperation with Educational Studies and Undergraduate Admissions.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Plan and schedule non-credit ESL intensive courses and programs in cooperation with on- and off-campus partners.
- Develop new off-campus ESL contract courses.
- Identify faculty for non-credit ESL courses and programs.
- Oversee registration of ESL students in cooperation with PSCE and Educational Studies.
- Receive and respond to on- and off-campus inquires regarding ESL courses and programs.
- Advise prospective ESL students.
- Use ESL proficiency testing results to place students in non-credit courses.
- Maintain the ESL Intensive Program Web page in cooperation with Web Communications.
- Develop an ESL marketing budget and plan with Communications and Marketing.
- Teach on-and off-campus non-credit ESL courses as needed.
- Train, coach, and support teachers in implementing a variety of instructional materials, technology tools, and digital learning platforms to enhance learning and language proficiency development.
- Serve as an advisor to Undergraduate Admissions and Educational Studies for the ExCEL program.
- Provide monthly programming reports on existing and planned ESL courses and activities.
- Monitor the academic and linguistic progress of each student reflected in the formative and summative evaluations to ensure students meet desired educational goals and use assessment results to coordinate ESL instruction and schedule.
- Participate in professional development activities and staff meetings as required or assigned.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Vice President, Professional Studies and Continuing Education.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree in TESL.

Experience:

Three years of ESL managerial and/or teaching experience at the college/university level.

Skills, Knowledge and Abilities:

- Bilingual in English / Spanish (fluent in speaking and writing).
- Excellent interpersonal skills, including the ability to relate to and work cooperatively with various groups of people.
- Excellent written and verbal communications skills including the ability to communicate with people both within and outside higher education.
- Ability to think creatively about solutions to problems.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.