



POSITION DESCRIPTION

Position Title: **Program Coordinator, ESL**
Classification: PCE 2

Division:
Supervisor's Title:

Assiniboine International
Vice President, Enrolment

POSITION SUMMARY

Reporting to the Vice President, Enrolment this individual is responsible for coordinating the delivery of ESL and academic preparatory programs in Brandon and other communities in Manitoba. The Program Coordinator identifies, evaluates and acquires equipment and resources for course delivery; implements the appropriate delivery methods; identifies and implements appropriate language assessment procedures for selection and evaluation of students; monitors students during course delivery alongside the faculty members they supervise; and hires, coordinates, and provides leadership to faculty. Other responsibilities include various administrative tasks, industry and college liaison, college promotion and student recruitment.

RESPONSIBILITIES AND ACCOUNTABILITIES

Program Development and Delivery

- Work in co-operation with college staff, industry partners and liaise with other educational institutions to develop, design and coordinate English as a Second Language (ESL) and English for Academic Prep (EAP) related programs. This includes course design and curriculum development.
- In conjunction with course instructors, monitor and counsel students with respect to progress related to their language skills and course matters, and assist them in obtaining appropriate counselling for personal concerns
- Following relevant policies, address student academic and behavioural issues
- Identify, design, implement and/or revise language assessment procedures for English as a Second Language (ESL), English for Academic Purposes (EAP) and academic preparatory programs.
- Evaluate program implementation, including curriculum delivery procedure and equipment, and utilize appropriate resources.
- Develop and implement course timetables
- Organize, supervise, and manage the performance of staff under their reporting structure
- Contribute towards the development of division and college policy and procedures related to ESL/EAP through divisional meetings and task forces.
- Participate in projects that support College's International Strategy, including language pathway programs and partnerships.
- Assist with the identification, design, implementation and evaluation of new or existing initiatives and partners.

RESPONSIBILITIES AND ACCOUNTABILITIES

- With the support of the Vice President, Enrolment, develop project proposals and/or amendments to existing proposals for market-driven activity (e.g., ESL federal funding)
- Liaise as the primary contact with relevant funding agencies including Immigration, Refugees and Citizenship Canada
- Prepare and maintain all records such as attendance, student progress reports, End of Term reports and submit information as required to appropriate sources.
- Develop and implement procedures for applicants in need of credential recognition.
- Work with the Registrar's Office and Academic Schools to determine and periodically review language entrance requirements.
- Review and provide recommendations to the Vice President, Enrolment for new or renewed English Language Pathway agreements to support student mobility

Team Leadership & Supervision

- Provide ongoing supervision to various instructors. Build, coordinate and manage the design and delivery teams to deliver a variety of ESL/EAP training programs within the division.
- Hire and onboard faculty to teach ESL and academic preparatory classes
- Conduct performance reviews of instructors as appropriate
- Coach and develop staff in a direct reporting relationship
- Communicate a compelling vision and inspires staff to support internationalization and newcomer efforts across the college, both inside and outside of the classroom
- Hold regular team meetings with administrative staff and faculty

Financial

- Development of program budgets, policies and operational plans in consultation with VP International.
- Monitor ESL/EAP program budgets
- Prepare requisitions for expenditures and purchase program equipment, maintain language laboratory facilities and materials to ensure a safe and organized work environment.
- Prepare and submit routine, periodic budgeting submissions to funding agencies

Administrative and Community

- Liaise with appropriate community stakeholders and organizations as appropriate.
- Plan and coordinate the promotion of ESL and EAP training in the community.

Other

- Other related duties as assigned

Employee's Signature

Date

Supervisor's Signature

Date