



JOB TITLE: PROGRAM COORDINATOR, ESL ASSESSMENT

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Board Approved: December 18, 2000

BASIC FUNCTION:

Under the direction of the Dean and Director of the Humanities Division, the Program Coordinator for ESL Assessment oversees the operational aspects of assessment, placement, and test evaluation for ESL students.

REPRESENTATIVE DUTIES:

Coordinate the overall activities related to the assessment and placement of ESL students by the Testing Center.

Assist with administration of ESL assessment instruments.

Schedule and coordinate the activities of oral interviewers, essay readers, and evaluators for ESL testing sessions.

Coordinate training meetings for new interviewers and evaluators.

Compile and maintain data and records relevant to all instruments used for ESL assessment.

Assist Office of Institutional Research in data collection, including instrument and cut score validation.

Serve as liaison with English Department faculty on issues of assessment in reading and writing and with Counseling Division faculty on the ESL program and course content.

Interact with ESL faculty regarding continuous improvement of the assessment process.

Provide in-service training to ESL faculty on matters related to assessment.

Conduct oral interviews and essay evaluations.

Interpret and explain test scores and interview results as well as respond to student challenge petitions.

Provide guidance to students in regard to the ESL program and course content.

Coordinate and maintain materials for ESL/English sequences.

Maintain knowledge of current trends and developments in ESL assessment.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in related field and three years of work experience related to ESL instructions and/or assessment required.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Specific program rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Electronic systems and technological support used in the specific area.

District organization, operations, policies, and objectives.

Applicable sections of State Education Code, Federal and States laws, and other applicable laws.

Assessment techniques and methodologies in oral/aural, writing, and reading proficiency.

Strong oral, written, and interpersonal communication skills using tact, patience, and courtesy.

Word processing and database programs.

Correct English usage, grammar, spelling, punctuation, and vocabulary

Principles of providing in-service training.

Abilities/Skills:

Initiate, develop, maintain operations of a specific area assignment.

Train and provide work direction to others.

Assign and review the work of others.

Understand a diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the program needs.

Analyze situations accurately and adopt an effective course of action.

Organize day-to-day operations related to assigned area.

Work independently with little direction.

Interact with student, faculty and staff.

Meet schedules and time lines.

Licenses or Other Requirements:

May require a valid California driver's license.

WORKING CONDITIONS:

Occasionally moves from one area to another.

Typical office setting.

Lift and carry up to 25 lbs.

Work varied hours which include late morning through late afternoon, with evening assignments as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.