

Small Class Coordinator Job Description

Hours: 20 hrs/wk.

Rate: \$\$20/hr DOE.

Reports to: Executive Director

Principal Duties & Responsibilities:

- Develop and teach small group classes (ESL, GED Prep, Citizenship prep, basic computer skills, English Conversation, etc.) with appropriate partner organizations throughout Whatcom County, and coordinate volunteer facilitators as necessary.
- Conduct outreach for classes and programs and build relationships with community partners and funders.
- Conduct student intakes, provide educational case management, and maintain individual student records and ongoing assessment of students.
- Recruit, train, supervise, and support volunteer class facilitators.
- Report attendance and student progress and track volunteer hours. Ensure accurate tracking and reporting of student and volunteer records through regular monitoring of data quality.
- Maintain liaison with instructors of ABE, ELL and GED classes at Whatcom Community College, Goodwill and Bellingham Technical College.
- Work with the program team, supporting the other coordinators as needed.
- Maintain records, documentation, database and reports in accordance with contract and grant requirements.
- Develop and implement appropriate curriculum, ensuring adherence to governing standards for program quality, and facilitate long-term instructional program planning and goal setting.
- Duties as assigned.

Minimum Qualifications:

1. BA in education or human services or 5 years experience in adult basic education preferred.
2. Bilingual English/Spanish.
3. Ability to assess student's literacy needs and to write lesson plans accordingly.
4. Ability to design and implement small class curriculum.
5. Ability to speak in front of small and large groups.
6. Ability to use Microsoft Office computer applications.
7. Excellent oral and written communications skills
8. Enthusiastic and outgoing, enjoys working with and helping people.
9. Ability to prioritize, take direction and work independently.
10. Demonstrated teamwork skills.
11. Excellent follow through and timely work.
12. Familiarity with the work of the Literacy Council and a commitment to the cause of literacy is desirable.
13. Access to reliable transportation.



Desired Qualifications:

- Masters degree in TESOL, Adult Basic Education or related field.
- Experience with curriculum development tailored to specific student groups.
- Work experience utilizing Spanish or other languages.
- Nonprofit work experience.
- Experience with the Washington State Learning Standards and CASAS appraisal system.
- Ability to utilize statistics as a tool for highlighting student and program achievement.
- Strong interest in basic academic skills and adult education issues and challenges, and a desire to keep up with current topics and advocacy issues.

How to Apply:

Submit a cover letter, resume and three references by email to director@whatcomliteracy.org with "Small Class Coordinator" in the subject line. EOE. The position will be open until filled.