



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Noncredit ESL Program Enhancement Coordinator (One position)

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

Noncredit ESL Program Enhancement - Model Noncredit ESL programs (with similar student populations and needs) will be reviewed and analyzed. Findings from model programs and local data will be presented to the ESL faculty, Dean, and Director of Continuing Education as well as other interested parties on campus. Noncredit ESL courses will be recommended for development by full-time ESL faculty. Ongoing support will be provided to instructors teaching noncredit ESL courses.

Reports to: Director of Continuing Education

SAMPLE DUTIES AND RESPONSIBILITIES:

- Review and analyze noncredit ESL programs (with similar student populations and needs). Present findings to the ESL faculty, Dean, and Director of Continuing Education as well as other interested parties on campus.
- Review and update outreach strategies, policies and procedures, and materials to include input from the College Redesign efforts and work in collaboration with ESL faculty, the College Pathways team, Director of Communications and others.
- Identify curriculum needs and forward recommendations for course development to ESL full-time faculty.
- Provide information and support to noncredit ESL faculty regarding course implementation, best practices, processes, and procedures.
- Develop a web-based ESL Handbook complete with pertinent information on course offerings, financial aid, options for students entering Hartnell, and student brochures/flyers.
- Design and deliver professional development materials/presentations for internal stakeholders around self-placement procedures for ESL students.
- Facilitate countywide PLC meetings through the Salinas Valley Adult Education Consortium to support alignment of curriculum, standardization of transition processes, and to inform other member institutions of Hartnell College ESL program (credit and noncredit) changes and course offerings.

DELIVERABLES EXPECTED:

- Document and present analysis of relevant noncredit ESL programs and recommendations for Hartnell's noncredit program.
- Document and present recommended policies and procedures for noncredit ESL students and faculty including: outreach plan and materials developed in collaboration with ESL faculty, Pathways team, Director of Communications and others; Web-based ESL Handbook complete with pertinent information on course offerings, financial aid, options for students entering Hartnell, and student brochures/flyers.
- Monthly reports to Director including time and effort reports.
- Reports relevant to project for broad distribution to Hartnell community.
- Organized archive of documents for wide distribution and future revision and use.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Experience teaching credit and noncredit ESL with similar student populations and needs.
- Experience interacting with students and staff in relevant Hartnell departments.

TERMS OF APPOINTMENT:

- ◇ The term of assignment begins September 2019 and concludes on March 27, 2020. However, continuation in the assignment from one semester to the next will be dependent upon showing of satisfactory performance and progress.
- ◇ Compensation will be stipend of \$7,150.
- ◇ Time commitment is expected to be on average 5 hours a week.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURE:

1. Submit a letter of intent that specifies your interest in and addresses your qualifications for the assignment (maximum 1 page).
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Wednesday, September 11, 2019, at 3:00 p.m.