



Job Description

Job Title:	Program Coordinator Senior Intake & ESL Distance Learning	Grade:	L
Department:	Community Development/ Adult ESL	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans and coordinates activities for the Adult ESL Computer Assisted Instructional labs and distance learning for Adult ESL on campus and in the community

Characteristic Duties and Responsibilities:

1. Performs and/or coordinates key administrative functions at multiple campuses including assessment and execution of budgeting, staffing and programming needs.
2. Develops comprehensive, strategic marketing and recruitment plan for international community; integrates institutional strategic goals; collaborates with the Marketing Services department for production of multi-media resources that are linguistically and culturally appropriate for international or the immigrant community. Participates in community events that target the international student population, attends and or participates in multicultural resource days and other events for student recruitment.
3. Promotes the development of technology literacy throughout the Adult ESL program; assists in developing online curriculum that supports students in their development of civic responsibilities in American culture regarding family, community and work.
4. Interfaces with information systems to maintain online curriculum, online student course records, and to track student performance in accordance with the NCCCS Basic skills federal reporting requirements. Collects student demographics for institutional reporting and program effectiveness.
5. Maintains complete student records in compliance with the State of North Carolina audit guidelines, including Basic Skills distance learning regulations. Collaborates with the Compliance and Audit department to maintain compliance for traditional and online courses.
6. Informs and advises students, faculty and community partners of state and institutional policies, legal compliance with ADA and EEO regulations, and program guidelines and expectations; develops and maintains procedures handbook for delivering distance learning in Basic Skills. Develops and manages delivery Adult ESL Distance Learning Orientations as required by NCCCS Basic Skills.
7. Develops relationship and a network of local, state, regional and national-level of communities for use of technology and distance education in Adult Education. Communicates the institution's position as a national leader in workforce development, Adult ESL Distance Learning innovations at conferences and community events.
8. Submits reports and serves as a members and/or officers of college-wide committees and student success initiatives, community nonprofit organizations, state and national professional organizations.
9. Designs and maintains assessment instruments for evaluating distance learning programs and online course approval for NCCCS Basic Skills; tracks and monitors national, state and local policy that govern distance learning in Adult Education

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Name change January 2012



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10. Seeks grant funding to develop and oversee projects to promote and expand distance learning at local, state and national levels.
11. Assists the Director with on-going training and support of less experienced coordinators in Adult ESL distance learning.
12. Coordinates professional development for teachers on all aspects of Adult ESL distance learning
13. Prepares documentation for course origination, plans course programs, and hires instructors and facilitators.
14. Manage all aspects of Adult ESL computer assisted language labs and distance learning
15. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Dean of Community Development

Direction Given: Direct supervision of assigned faculty, professional, and non-exempt staff

Minimum Requirements:

Bachelor's Degree from an accredited college or university. 2 or more years of related experience required. Completed courses toward a master's degree in Instructional Technology, Design or related preferred;

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles of experiential learning in Adult literacy and contextualized curriculum development

Knowledge of Computer Assisted Learning models and distance learning educations

Knowledge of Instructional software applications, learning management systems as Moodle/Blackboard/ others.

Knowledge of database management and/or spreadsheet applications

Interviewing skills

Strong communication skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

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Typical office environment