

Job Description http://hr.sfsu.edu/employment_HRMS/employment/jobs (Position #10033)

Job Title: Academic Program Coordinator (Extended Education Specialist II) -
Job ID: College of Extended Learning (CEL), Global Engagement
10033
Location: On Campus

Working Title

Academic Program Coordinator

SF State University

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The person holding this position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Department*

College of Extended Learning (CEL), Global Engagement

Department Description

Center for Global Engagement provides international students and professional groups unparalleled access to pursue rigorous academic education, cutting-edge professional development, and enriching cultural exploration at an American university. SF State is committed to providing innovative, high-quality undergraduate and graduate programs for students, as well as continuing and professional educational opportunities. SF State educates 30,000 students, including 1,800 international students from over 100 countries each year.

<https://cel.sfsu.edu/global>

Appointment Type*

This is a one year temporary position; it may end on or before the one year appointment.

Time Base*

Full-Time (1.0)

Work Schedule*

Monday to Friday; 8:00 a.m. to 5:00 p.m.

Anticipated Hiring Range*

\$5,334.00 - \$5,416.00 per month (\$64,008.00 - \$64,992.00 annually)

Salary is commensurate with experience.

Position Summary*

Coordinate academics and develops curriculum for the English for Academic Preparation (EAP) program, short-term English language and culture programs, teacher training programs, and other related programs offered by the Center for Global Engagement. Routinely revise curriculum to respond to student enrollment trends, needs and interests. Develop new course offerings as needed.

To oversee, observe, consult and advise teachers and trainees in the Center for Global Engagement (CGE). To conduct a variety of teacher training workshops both before and throughout each term. To design and develop curriculum for EAP and other related programs. To oversee various levels and courses of the EAP curriculum and other short-term and intensive English programs, monitor curricular guidelines, liaison with instructors and recommend and implement curricular changes. To perform various general administrative tasks and work as a member of a team of academic and other administrative staff and discuss and make weekly decisions for the institution. To contribute to the TESOL field. The Academic Coordinator will work under the general supervision of the Manager and Director. Incumbent is expected to perform day-to-day responsibilities with minimal supervision. While the Academic Coordinator will work within established policies and guidelines, the job requires a person with good judgment and the ability to make sound decisions in dealing with teacher training, curriculum development and teacher supervision. The Academic Coordinator will be expected to work collaboratively with the GGE staff to achieve common goals, resolve student problems/complaints and to work collaboratively with other CEL staff to achieve goals. The Academic Coordinator consults with MA- TESOL faculty and CMS faculty on curriculum and training coordination and teacher qualifications. The Academic coordinator will also liaise regularly with peers at Intensive English Programs to stay abreast of current trends.

Position Information

Teacher training management and instruction

- Working with teachers and teachers-in-training: coaching, observing, consulting and advising
- Conduct in-class observation of teachers and teachers-in-training (interns) in various levels and courses
- Consult with and observe independent teachers as needed
- Conduct before and after observation meetings
- Conduct ongoing and end of semester curriculum assessment meetings
- Plan and present teacher training workshops
- Collaborate in planning, running and at presenting teacher training workshops that develop best practices in both skill area teaching and classroom management
- Lead and develop materials for seminars presented to teachers-in-training (interns) and mentor teachers (senior teachers)
- Lead and develop materials for seminars on effective skill area teaching and evaluating student proficiencies
- Facilitate and participate in all faculty meetings on midterm and final evaluations of students and teacher participation in administration of end of term events
- As needed teach a course, substitute and guest lecture

Curriculum Development

- Develop, oversee and facilitate EAP curriculum
- Monitor curricular guidelines, recommend and make changes as needed
- Work with teachers to develop, pilot and implement curriculum and materials
- Collaborate in making decisions for new courses and levels in response to student demographics
- Conduct needs assessment and develop course goals and objectives
- Stay abreast of similar programs and their offerings, textbooks and materials that address teaching points
- Coordinate experiential learning activities such as guest lectures, field trips, library research training
- Create and modify midterm and final evaluations for student performance in each course
- Curriculum development for short-term English language and culture programs, teacher training programs, and other related programs
- Work with teachers to develop innovative electives that align with students interests and needs
- Work with Manager and Director to understand new program needs
- Propose innovative curriculum to meet client and student objectives
- Coordinate experiential learning activities such as guest lectures, field trips, library research training, teacher shadowing, school visits, etc.

Program Administration and Development

- Perform general administrative tasks in cooperation with other staff
- Make decisions in consultation with teachers, student advisor and the CGE manager on Student placement, scheduling, academic advising and academic support services for students

- Participate and assist in program and course start up activities such as orientation, testing and placement
- Participate and assist in end of program activities such as commencement and testing
- Conduct faculty meetings to direct teacher participation in administrative events
- Monitor student evaluations
- Participate in interviewing and hiring of new interns and teachers
- Manage and coordinate duplication of in-house readers
- Manage textbook examination, selection and ordering:
 - Share course specific materials with teachers
 - Communicate with representatives of various textbook publishing houses
 - Designate, order and monitor textbook supply for students
 - Order desk copies and examination copies for teachers
 - Keep administrative staff informed of textbook requirements for each course
- Consult with student advisor and teachers regarding students' proficiency and placement,
- Consult with international student advisor to recommend tutoring plans as needed, address students' concerns regarding academic issues: grades, program progress, choosing university courses and explaining elective selection and level placement criteria
- Collaborate on creation of class schedule and room assignments
- Collaborate with Manager and Director on budgets to ensure academic operational costs are reflected appropriately
- Coordinate academic technology for EAP and related programs:
 - Ensure appropriate tools are available to teachers and are being used in the classroom
 - Collaborate with SF State Instructional Technology to stay abreast and continuously revise trainings for instructor
 - Serve as on-site point person for program classroom technology needs and software resources
 - Consult with manager and director on hardware and software needs
- Share curriculum and techniques in articles and workshops
- Read related professional journals to keep abreast of current trends in the TESOL field
- Stay engaged with publishers of field related textbooks
- Follow trends in student enrollments and revise curriculum accordingly
- Attend or present at appropriate conferences to stay abreast of trends in the field (funding dependent)

- other duties as assigned

Minimum Qualifications*

Education:

Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.

Experience:

Equivalent to three years of experience in planning classes and curriculum for higher or extended education programs and including developing resources, budgets, marketing plans and liaison with the community.

Knowledge and Abilities:

Knowledge of the procedures and practices in educational program and curriculum planning in education, and the processes required to plan and construct academic programs and course outlines.

Ability to determine needs for new or revised programs; plan hours and develop course outlines with instructors; locate instructors and to assist them in understanding and completing contract arrangements; develop budgets and analyze costs; develop and implement promotional strategies; represent the CSU system to the community and develop working relationships; and manage logistics of providing classes and to analyze cost information and statistics.

Preferred Qualifications

- Master of Arts in teaching English as a second language
- At least 5 years experience teaching ES/FL and documented excellence in teaching a broad range of proficiency levels and skills
- Experience in a university-affiliated intensive English program in the USA in teacher training, curriculum development and program administration
- Personal attributes of maturity, excellent communication skills, ability to work cooperatively as a team member and an open-minded approach to classroom teaching/learning models
- Excellent cross-cultural understanding and sensitivity
- English proficiency at FS1 level 5
- Knowledge of 2nd language acquisition processes
- Knowledge of teacher training methodology
- Ability to effectively oversee the work of others
- Excellent problem-solving skills
- Highly-organized
- Strong attention to detail
- Results oriented

Environmental/Physical/Special

This position is located on San Francisco State University's main campus at 1600 Holloway Ave in the Humanities Bldg. - Room 103. Weekends or evenings services as needed.

Pre-Employment Requirements

This position requires the successful completion of a background check.

Benefits

Threaded through our Total Compensation package is a commitment to Bridging Life's Transitions. SF State is committed to providing our employees with a comprehensive program that rewards efforts that are appreciated by your colleagues, students and the customers we serve.

We offer a competitive compensation package that includes Medical, Dental, Vision, Pension, 401k, Healthcare Savings Account, Life Insurance, Disability Insurance, Vacation and Sick Leave as well as State Holidays and a dynamic Fee Waiver program, all geared towards the University's commitment to attract, motivate and retain our employees.

How To Apply

****THE ONLINE RECRUITMENT SYSTEM WILL ALLOW ONLY ONE FILE ATTACHMENT FOR EACH SUBMISSION****

Submit an online application and upload in one file attachment your resume, cover letter, describing your specific qualifications for each position AND three (3) professional references who can comment upon your education and/or job related experience.

SF STATE IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS).

The Human Resources office is open Mondays through Fridays from 8 a.m. to 5 p.m., and can be reached at (415) 338-1872.

Application Deadline

December 18, 2018.

Please note that this position, position requirements, application deadline and/or any other component of this position is subject to change or cancellation at any time.