

Director of Education Services  
June 1, 2020

### **Summary**

The Director of Education services will be responsible for overseeing the ESOL program at the Rian Immigrant Center.

### **Primary Responsibilities**

- Oversee student intake, class assignments, wait-list, and ensure that pre- and post-course student assessments are performed and recorded.
- Set attendance goals and monitor. Manage recruitment.
- Lead monthly education staff meetings
- Oversee ESOL classes, computer classes, Individual Achievement Program (IAP) and the Citizenship Engagement Program (CEP), ensuring goals are met.
- Work collaboratively with other program directors and staff to ensure full integration of services between our programs.
- Keep track of student and client success stories to share with development team and leadership team as requested
- Assist development team, compile bi-monthly internal reports and occasional external reports.
- Support the organizational leadership team by participating in regular meetings.
- Work with the Deputy Director to ensure program goals align to the strategic plan, Rian's curriculum guidelines and Rian's outcomes logic model.
- Revise curriculum and outcomes model as appropriate.
- Teach one ESOL class (5 hours per week) and one Tech Goes Home Computer course per semester (15 hours total)
- Supervise, train and evaluate program interns and volunteers and teachers
- Maintain overview of all Education Program appointments and communicate these with Guest Services

## Knowledge and Skills

- Enthusiastically committed to the vision, mission and values of the Rian Center
- Experience teaching in Adult Basic Education or leading an Adult Education program
- Excellent leadership, organizational management, and event management skills.
- Strong computer skills, as well as excellent interpersonal skills with good judgment, an approachable style, and a sense of humor.
- BA degree in Education or related field required; MA or certification in TESOL preferred
- A minimum of 3 years' experience teaching ESOL to adults in a community-based setting preferred
- Experience with language assessment
- BEST Plus certified preferred
- Candidates must be able to employ computer technology within the curriculum
- TechGoesHome teacher certification required within first 3 months of employment

The Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified. For more information on the Rian Immigrant Center please see [www.riancenter.org](http://www.riancenter.org).