



## English Language Learning (ELL) Assistant Program Director Job Description

**Mission:** Literacy Services of Wisconsin (LSW) partners with motivated adults to provide access to quality basic education and skills training so they can improve their lives, enrich their families, and strengthen our community.

### Job Summary

The ELL Assistant Program Director is responsible for general classroom operations, student oversight, and volunteer tutor management in the downtown ELL Program. The Assistant Program Director also contributes to program/curricula development and ensures high quality, effective assessments and instruction for adult students. This three-quarter-time (32 hours/week) role reports to the ELL Program Director.

### Primary Responsibilities:

- Assist in managing all activities related to student enrollment, assessment, goal setting, personal education planning, and instruction for adult English language learners.
- Support and direct the efforts of ELL volunteers, assist with onboarding new tutors.
- Coordinate schedules of tutors and students to optimize one-on-one instruction time.
- Design and implement curricula and resources for ELL program.
- Track and record student attendance, communicate absences and schedule changes.
- Assess and evaluate student progress using TABE and other tools.
- Maintain ELL data in spreadsheets and databases.
- Contribute to ELL program reporting.
- Collaborate with other staff as needed to enhance ELL program and LSW's mission.
- Other duties as assigned.

### Knowledge and Qualifications:

- Bachelor's degree in Education or related field
- Bilingual Spanish/English strongly preferred
- TESOL or TEFL certification preferred
- Experience in curriculum and program development
- Experience in adult education
- Computer proficiency in Microsoft Office programs and database usage
- Excellent oral and written communication skills; strong customer service skills
- Experience working with diverse populations
- Commitment to the mission of Literacy Services of Wisconsin



**Compensation:** This is a three-quarter-time position of 32 hours, Monday through Thursday, with an hourly rate of \$14-16, depending on the applicant's experience. Benefits include paid time off (PTO), subsidized health insurance coverage, retirement plan, convenient free parking, and paid professional development opportunities.

**How to Apply:** Please visit [www.literacyservices.org](http://www.literacyservices.org) for full job description and application information. A complete application includes 1) a letter of interest, 2) a resume, and 3) a list of three professional references. Applications should be sent via email to Patrice Vnuk and will be accepted until the position is filled. Contact Patrice Vnuk at [patrice@literacyservices.org](mailto:patrice@literacyservices.org) if you have questions.

Literacy Services of Wisconsin serves a socially and culturally diverse community. We strive to build a team of employees which is similarly rich in diversity. Literacy Services of Wisconsin is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin or any other protected status.