

**JOB DESCRIPTION – ESOL MANAGER  
VIENNA PRESBYTERIAN CHURCH**

ADMINISTRATIVE

POSITION TITLE: ESOL Manager (English for Speakers of Other Languages)

CLASSIFICATION: Exempt, Part-time (24 hours)

REPORTS TO: Director of Missions

DIRECT REPORTS: ESOL Administrative Assistant

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS:

ESOL Leadership Team Chair

ESLIM Board member

Membership in TESOL helpful

SUMMARY OF THE POSITION

The ESOL Manager organizes and manages the VPC ESOL Program consisting of 300 students and 80 teachers. The Manager leads the program in achieving the Mission and Goals of the VPC ESOL Program. This position also facilitates communication between the VPC community and the ESOL community.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Direct the ESOL Leadership team in program review, strategic planning and decision making.
- Plan and develop class offering and supporting curriculum with ESOL Leadership Team.
- Recruit, train, and supervise ESOL volunteer teachers, substitutes, and tutors for English, Bible and Citizenship classes.
- Implement ESOL classes at VPC to include arranging for meeting space, ordering books/materials, coordination of childcare and scheduling teachers.
- Manage registration and placement of students in appropriate classes.
- Maintain working knowledge of second language acquisition resources and teaching methods. Advocate best practice techniques, including identification of teacher training needs.
- Lead process of gathering and analyzing strategic planning inputs (e.g., teacher survey, student survey and class reviews).
- Ensure effective program communication with teachers and students.
- Oversee content development and effectiveness of teacher resource website, ESOL@VPC.
- Promote the VPC ESOL program through brochures, bulletins, newsletter articles and testimonials in the church and the community.
- Lead in-person event planning and preparation, including volunteer acquisition and management.

- Prepare the ESOL budget and management of the ESOL funds.
- Lead Teacher Orientation, training and recognition.
- Oversee marketing efforts.
- Provide ongoing information and education for professional development of ESOL teachers (including the annual CEBESOL conference and ESLIM Teacher Training and workshops)
- Update Session as needed.
- Attend the VPC staff meetings and full participation in staff activities.
- Respond to student special needs requests, i.e. immigration issues, social services referrals, and citizenship issues.

**Online Classes (additional responsibilities):**

- Design and implement online registration method to include appointment booking tool and scheduling.
- Ensure method for delivering books to students by working with publisher sales reps.
- Ensure Zoom meetings available for each class.
- Offer pertinent online training for teachers (e.g., Zoom instruction, practice workshops, online tools, best practices, etc.).
- Help to trouble-shooting technical issues.

**QUALIFICATIONS**

- Affirm the values, vision, and mission of VPC and is willing to be guided by them.
- A Christian currently walking with Jesus in their faith journey.
- Strong interpersonal and consensus-building skills.
- Excellent strategic planning, organizational and communication skills.
- Strong computer skills including MS Office Suite and willingness to learn Zoom and Google applications as needed.
- Experience teaching adults and managing adult volunteers helpful.
- Ability to multi-task.
- Heart for the ESOL Mission.
- College degree and educational background preferred.
- ESOL/TEFL teaching experience desirable.
- Office hours may include tele-working hours, normal office hours and some evening hours.

**WORKING CONDITIONS**

The working conditions of the ESOL Manager are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.