



JOB DESCRIPTION

Job Title: Assistant Director, Adult English as a Second Language (AESL)	Department: Adult Education
Reports to: Associate Director, Adult English as a Second Language (AESL)	Job status: Exempt

JOB SUMMARY

The Assistant Director of Adult English as a Second Language (AESL) will assist in supervising AESL staff, creating an environment that encourages and builds high staff morale and accountability, coaching instructors to empower them to review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains, prepare engaging lessons that incorporate all learning modalities in compliance with WIOA regulations and develop and implement strategies to increase student retention, outreach, and recruitment. The Assistant Director of AESL will observe instructors and provide feedback, coordinate regular professional development to increase the quality of instruction and develop and improve IET's and WDI's in collaboration with the administrative team.

The Assistant Director of AESL will analyze instructional and enrollment data and address the needs presented in the data. Additionally, the Assistant Director of AESL can expect to prepare and execute instruction for classes (as needed). They should be an engaging leader who coaches staff to use performance data to inform instructional and program decisions. They should also be adept at working with a team to accomplish program goals and record and maintain accurate records. The Assistant Director of AESL will coordinate and maintain services at site locations, oversee student life experiential learning, direct the placement of volunteers and collaborate with the Associate Director of AESL to liaison with HopeWorks departments, WIOA and community partners. They will assist the Associate Director of AESL in overseeing the development of systems that help the program run smoothly and effectively (as evidenced by MSGs, enrollment, and retention data).

The successful Assistant Director of AESL should have a thorough knowledge of English as a second language, data-based instruction, and the ability to relate and build rapport with people of diverse backgrounds, as well as experience in leading teams of people. Proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards (or similar technology) will be expected. This individual should be reliable, professional, and have excellent interpersonal skills. They should also have an understanding of Adult Education and ESL State and Federal policies.

Responsibilities include staff supervision and developing AESL staff, curriculum development, course evaluation and scheduling. This individual will also analyze instructional and enrollment data and create systems to address needs presented in the data. The AESL Assistant Director must be both a hands-on employee and an excellent manager, possessing the ability to strategically create plans to meet goals and objectives.

The Assistant Director of Adult English as a Second Language should model HopeWorks values and ethics central to the HopeWorks mission of hope in Jesus Christ. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain professionalism, teamwork, and compliance with HopeWorks and Tennessee Department of Labor and Workforce Development policies
- Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains.
- Coordinate hiring and onboarding of instructors
- Prepare engaging lessons that incorporate all learning modalities in compliance with WIOA regulations.
- Develop and implement strategies to increase student retention, outreach, and recruitment.
- Create pathways for students to achieve their career/post-secondary goals.
- Develop and implement strategies to increase student retention, outreach, and recruitment.
- Additional duties as assigned by the Associate Director of AESL.

Focus Areas

- Assist Director of Adult Education and Associate Director of AESL with developing, monitoring, and managing IET cohorts.
- Work closely with Community sites and partners.
- Work closely with Success Coaches.

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

Bachelor's degree in Education, International Studies, or related field required.
Master's Degree in Education or related field preferred.

Related Experience:

Significant experience managing adult education and/or training programs, with at least 2 years' supervisory experience.

At least two (2) years of experience teaching adults of diverse backgrounds preferred.

REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
A strong command of computer skills (G-Suite, ZOOM, MS Word, Excel, and PowerPoint).	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Ability to prioritize and multitask to meet deadlines.	X	
Strong written and verbal communication skills.	X	
Demonstrated ability to work under pressure.	X	

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Must be able to manage multiple demands from multiple directions and provide a positive response.	X	
Recognize the confidential nature of operations and actively protect sensitive data and information.	X	
Meticulous attention to recording and reporting accurate data and records.	X	
Flexible and adaptable in various situations and environments.	X	
Able to travel to satellite locations.	X	
Able to prioritize matters of significance and make decisions accordingly.	X	
Experience working with a team to achieve positive outcomes.	X	
Participate in local activities and professional development.	X	
Bilingual.		X

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work in a shared space setting with distracting noise levels, such as from clients and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: May 30, 2023	Revision Date: 9-2024
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____