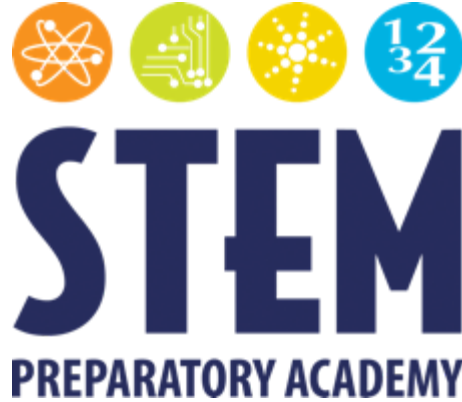




NASHVILLE INTERNATIONAL
Center for Empowerment



Site Coordinator Job Description-STEM Preparatory Academy

The Site Coordinator (SC) organizes the day-to-day operations of the ESL program at STEM Prep Academy. The major responsibilities include: student intake, test facilitation, volunteer coordination and various administrative duties. This is a 10-hour per week, onsite position.

Responsibilities Include:

- Welcome students to school every day of class, inform students of important information including school breaks, closures etc
- Prepare classrooms for Tuesday, Wednesday Thursday sessions; tidy and lock rooms and secure devices at the end of the program
- Assist in student orientation, testing and program promotion with the help of STEM Prep Academy and NICE staff
- Co Teach a class to ESL learners around community resources in Nashville
- Collect attendance forms from each level and submit to NICE Adult Ed Specialists no later than Friday afternoon.
- Collect registration and book fees and issue receipts
- Update the the NICE Adult Ed Team weekly and as needed
- Act as a liaison between teachers and adult ed team; distribute program calendar, promote inservice opportunities, communicate student testing requirements and level gain procedures etc and collect feedback from teachers
- Work with NICE Adult Education Manager to Coordinate substitutes in case of teacher absence
- Support the childcare coordinator when needed, make sure childcare paperwork, routines, and rules are followed.
- Maintain program materials for ESL classes; work with Stem Prep Academy Staff to purchase necessary materials
- Participate in in professional development as necessary
- Help maintain and improve intake placement and follow up procedures to benefit adult learners
- All other duties as assigned to assist the adult education ESL program

Successful candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence
- Second Language in Spanish, Arabic, Swahili, Farsi, Kurdish preferred but not required
- Some teaching experience preferred but not required

Requirements:

- Excellent written and oral English proficiency
- Demonstrated knowledge of ESL teaching strategies
- Familiarity with Microsoft excel, information databases, internet and email
- Reliable transportation

- Availability Tuesday, Wednesday, Thursday 5:30-8:30PM

COMPENSATION: \$17-\$20.00/ hour

Job Type: Contract with Stem Prep Academy

Contact Information and Procedure:

Send resume to ally@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.