



ADULT EDUCATION ELL COORDINATOR & CAREER NAVIGATOR

Job Description

This part-time position requires an energetic and dedicated individual who is committed to helping adults reach English language skills and/or college and career goals as defined by the Indiana Department of Workforce Development (DWD). Working under the Learning Network Director and the Site Coordinator for Clinton County Adult Education, the ELL Coordinator/Career Navigator will recruit, assess, orient, and retain students to help them learn English language skills, earn their high school equivalency diploma, and pursue job certifications. This person will follow orientation procedures and lead an onboarding class that introduces digital literacy skills, classroom procedures, and e-learning platforms to incoming ELL students. The coordinator will also gain a thorough understanding of the Complete Language Assessment System – English (CLAS-E) test series and its administration. This person will help craft a plan of study for the student to achieve his/her goals. This person will train and supervise any new ELL teachers and assistants, as well as recruit students and volunteers for the program. This person must be willing to work a flexible schedule of two daytime shifts (9 a.m.-4 p.m.) and two afternoon/evening shifts (12:30-8:30 p.m.) for total of 30 hours a week (Fridays off, since the office is closed).

Responsibilities include:

- Conducting orientation and introductory class for ELL students
- Managing the records of the ELL students and program
- Evaluating and responding to individual student needs in coordination with ELL teachers
- Identifying English Language Learners who are actively looking for employment or additional training/education opportunities as they enroll in programs. Potential examples of identification points could be:
 - Orientation
 - Teacher Referrals
 - Life/Career Coach Referrals
- Maintaining confidentiality of student and program information
- Learning the data management system (including attending INTERS trainings hosted by the Department of Workforce Development in Indianapolis) to report attendance, enrollments, and testing, and to monitor program performance
- Working to ensure that students are welcomed and enrolled, attaining goals in an expeditious manner
- Following up with students who have missed a week or more of class
- Attending trainings and meetings with Learning Network staff to continuously improve outcomes
- Scheduling and administering pre-, practice, and post-tests to ELL students
- Using existing technology effectively in the performance of duties
- Serving as program liaison for Internationally Trained Professionals (ITPs) and be responsible for collecting data specific to this population including previous work experience, certification or education by sector, and career goals
- Serving as program subject matter expert on eligibility for WIOA program services specific to the foreign-born population. Serve as liaison to WIOA partner agencies.
- Identifying program and individual barriers to ELL persistence and completion
- Collaborating with program WEI/IET personnel to develop and promote short-term career certifications aligned to student experience, interest, and community career opportunities.
- Developing a network of partner organizations who can refer students to the program and extend services beyond Adult Education.
- Recruiting potential ELL students at community events, such as the 4-H Fair, the Hot Dog Festival, the Hispanic Heritage Festival, the Binational Health Fair, and the Día de Los Muertos Gala.
- Performing other work as required, for a more detailed description, please feel free to ask.

Qualifications Include:

- Must be bilingual (English/Spanish)
- Bachelor's degree in related field preferred but not required; educator license or degree preferred
- Excellent communication skills-both written and oral
- Experience working with diverse adults
- Positive, optimistic outlook to help students overcome barriers
- Commitment to education and job training as vehicles for social mobility