



## ESL Supervisor, Full Time

### Position Description

Canal Alliance is seeking an ESL Supervisor to provide supervision and coordination for the ESL program. The ESL Supervisor reports to the ESL Manager. This is a full-time, exempt position.

### About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

The Canal Alliance ESL program serves approximately 700 adult students each year, in over 50 classes from beginning to high intermediate levels.

### Essential Duties and Responsibilities

- Train, schedule, supervise, support and evaluate volunteer teachers and aides
- Coordinate program meetings and trainings
- Coordinate student events
- Coordinate registration process
- Monitor and order program and office supplies
- Input student attendance, student achievement data, and volunteer attendance in Excel and/or Salesforce
- Support student retention strategies
- Coordinate teacher and class scheduling
- Support progress monitoring for ESL students
- Provide support to ESL Manager as needed
- Participate in team and agency meetings

### Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- Knowledge of effective ESL instruction
- Ability to track and analyze data to monitor progress towards milestones
- Excellent organizational skills
- Ability to effectively communicate both verbally and in writing
- Ability to establish positive working relationships with clients, staff, and volunteers
- Ability to function with minimal supervision, follow directions, and handle multiple tasks simultaneously
- Bilingual in Spanish/English (**required**)



- Competency using Outlook, Excel, Word and data systems

#### **Education and Experience Requirements**

- Bachelor's Degree
- Minimum 1 year ESL and/or adult education experience
- Experience working with low-income and/or immigrant populations

#### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance. In addition, there are 12 paid holidays annually, a 403(b) retirement plan, a Flex cafeteria plan, long term disability insurance and an employee assistance program.

#### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect.

Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

#### **Application Process**

Please email your resume and cover letter to [contact@canalalliance.org](mailto:contact@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate "ESL Supervisor – YOUR NAME" in the subject line of your email.