

ESL Senior Manager

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 their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college, and gaining career-path employment. Because when we support immigrants, Marin becomes a place where everyone can live, learn, work, and succeed.

Position Summary

The ESL Manager reports to the Director of Education and Career, and is the first-line administrator responsible for the implementation, supervision, evaluation, and instructional leadership for all ESL activities and services, as well as other adult education programming. The ESL Senior Manager supervises all ESL staff, teachers, and volunteers.

Essential Functions:

- Design and deliver an ESL program that produces the desired student outcomes
- Select, train, schedule, supervise, support and evaluate paid teachers, staff, and volunteers
- Develop professional development for teachers, aides, and tutors in ESL, cultural responsiveness, and adult learning strategies
- Develop, select, and evaluate curriculum and instructional strategies
- Design and oversee implementation of student outreach strategy
- Design and oversee implementation of student enrollment/registration process and placement in proper level
- Design and implement student English assessment, including pre-assessments, midterms, and post-assessments in order to measure progress toward completing class milestones
- Program data monitoring, analysis and planning (student assessments, attendance, class completion, and progress towards goals)
- Provide input and program data for grant reports
- Develop new partnerships and grow existing partnerships
- Participate in team and agency meetings
- Plan and facilitate staff meetings
- Use collaborative strategies to drive forward change needed to increase student outcomes
- Ability to work nights and occasional weekends as needed

Other Responsibilities:

- Other duties as assigned by supervisor

Education and Experience

- Bachelor's Degree, with a TESOL certification or TESOL Master's Degree
- Minimum 5 years adult ESL teaching experience
- Experience working with low-income and/or immigrant communities
- Minimum 1 year administrative/leadership experience

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org

Qualifications- Skills and Knowledge

- Demonstrated knowledge of effective ESL curriculum and instruction, adult learning theory, and program administration
- Strong leadership and management skills
- Ability to focus on results and inspire staff to do the same
- Ability to think strategically and creatively
- Ability to create reports and analyze data
- Excellent organizational skills
- Ability to effectively communicate both verbally and in writing
- Ability to establish cooperative working relationships with staff, volunteers, and clients
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Ability to take initiative and go beyond expectations in the assignment, task, or job description without being asked
- Bilingual in Spanish/English
- High digital competency (Microsoft 365, Zoom, Remind, etc.)
- Ability to work with data systems (Salesforce)
- Reliable transportation needed

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, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

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 HR@canalalliance.org. Only electronic applications will be accepted. (Keep it green!) Please indicate “**ESL SR MGR – YOUR NAME**” in the subject line of your email.

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org