# NewCoastlineLogo

# English as a Second Language (ESL) Department Chair –

# Position Description

## Core Activities (All Departments)

### Primary Activities

1. **Liaison and Communication:** Act as **liaison** with faculty and between faculty, Senate, and administrators
2. **Meetings:**  Meet regularly with the discipline dean and meetings called by the Office of Instruction
3. **Availability:** Flexibility to meet on a variety of days and times for classroom visits, site visits, faculty meetings,  and committee work
4. **Scheduling:** Assist with **schedule** development for your department/division
5. **Faculty Evaluations:** In consultation with dean, coordinate and conduct **part-time faculty evaluations** (one-third per year, including all new faculty)
6. **Curriculum/Program Development:** Guide departmental **curriculum development**, including development of new courses and programs and revision of existing courses and program, working with full and part-time faculty, dean, and advisory committee/business community; work with college articulation officer as necessary to ensure proper course/program articulation
7. **Hiring and Assignment of Instructors:** Serve as advisor/resource person to assist in **instructor selection** and assignment to fill vacancies
8. **Professional Development:** Assist with **professional development**: orient new instructors; mentor new and continuing faculty to strengthen teaching strategies and technology skills; provide resource information related to improving instruction and classroom research
9. **Discipline/Department Meetings:** Lead **discipline/department meetings**
10. **Program Review:** Provide leadership to **Program Review**, including conducting five-year reviews and ensuring follow-up on goals and recommendations (\*1 extra LHE during Program Review year)
11. **SLOs:** Provide leadership on course and program-level **student learning outcomes**, guiding faculty in identifying expected SLOs and in implementing plans to ensure regular assessment and effective analysis and use of SLO results; guide development of appropriate assessment and scoring tools; lead analysis, follow up and tracking of outcomes

### Secondary Activities

1. **Textbooks/Course Materials:** Research and review appropriate **textbooks** in his/her curriculum and recommend any changes for implementation
2. **Instructional Environments:** Provide administrators with input regarding the **classroom and DL environments** and necessary equipment and supplies to make them function adequately, including labs
3. **Marketing:** Research and (where appropriate) help to develop and implement the most effective types of **publicity** for the applicable program, including program website, brochures, presentations, etc.
4. **Fundraising/Grants:** Assist in the coordination of **fundraising** and performance events, including proposal development for **grants**
5. **Documentation and Reporting:** Assist with state-required **documentation and reporting**
6. **Respond to Emerging Priorities**

## Other Activities (based on department need)

### Primary

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| * **Assessment and Placement:** Work with classified support staff to coordinate multiple-measure assessment to place all new ESL students in appropriate levels in a multiple-level program. * **Diagnostic Testing:** Oversee diagnostic testing of all ESL students by their instructors during the first week of classes. Accept and analyze diagnostic test reports from all instructors and facilitate the movement of students to higher or lower levels in the program on the basis of these tests. Meet with instructors to discuss remedial options for deficiencies revealed by diagnostic testing. * **Facilitating acceleration:** On the advice of instructors, assist exceptional students in moving to higher levels to facilitate accelerated progress through the levels of the ESL program. * **Course Coordination:** Meet regularly with representatives of the ESL departments of the district colleges, high schools, and K-12 Adult Education programs to improve course coordination and faculty communication between Coastline and other schools and programs offering English language instruction in the community. * **Coordination with the English Department:** Work collaboratively with the Coastline English Department to align curricula and promote successful student progress from ESL to English 100. * **Coordination with Counselors:** Coordinate classroom presentations by Coastline counselors to inform ESL students about Student Education Plans and pathways to Career Education and associate degree programs at Coastline. * **Promoting Pathways:** Educate ESL instructors about Career Education and associate degree options at Coastline so that they can encourage students to enroll in these programs. Develop and implement surveys to assess student interest and provide ESL-appropriate informational materials (translated as needed) on programs students would like to pursue. * **Outreach to Other Departments:** Work collaboratively with selected Career Education faculty to develop realistic pathways for ESL students that include assistance from embedded tutors and, when appropriate, companion noncredit ESL courses to address the language needs of students in these programs. * **Outreach to Publishers:** Maintain contact with major publishers of ESL textbooks and coordinate Publishers’ Exhibits on a regular basis to keep instructors informed about the most current textbooks and educational software. Work collaboratively with instructors to select updated texts and software for courses in a program addressing multiple English language skills at multiple levels. * **Maintaining Grant Compliance:** Coordinate student pre and post-testing, as needed, for compliance with grants and oversee reports on test results. Write reports, as needed, for grant compliance. * **Coordinating Discipline - Specific Workshops:** Plan and implement ESL-specific professional development workshops and technology training for ESL faculty every semester. |
| * **Program Committees/Boards/Panels:** Chair and/or serve on departmental committees or boards related to student issues (e.g., admissions, grievances, disciplinary issues, etc.) |
| * **Translated Publications:** Develop and maintain appropriate publications including translations, as needed, for print and online marketing of the program. Arrange for translations of college orientation and matriculation information for students. |
| * **College, Regional, Statewide Meetings, and Boards:** Represent college |
| * **Student Success:** Work with departmental faculty, Student Success Center Coordinator and success center staff to develop and implement learning resources (e.g., embedded tutors, learning assistance materials) for department courses * **Library:** Work with departmental faculty and librarian to identify and develop needed library resources for department and instruction |
| * **Planning:** Monitor and analyze enrollment trends and make recommendations regarding increased/expanded/redesigned offerings in light of enrollment trends and budget factors * **Budget:** Provide input during budget development process; assist in monitoring budget * **Community Liaison:** With administrators and staff at current and potential instructional sites * **Committees:** Serve as program/departmental representative on appropriate college, district, regional, and/or statewide committees |
| * **Alternative Delivery/Scheduling Modes:** Accelerated, distance learning, etc. and coordinate support for all department faculty in Regular and Substantive Interaction (RSI) * **Partnering with CSU and UC schools to train ESL teachers:** Facilitate practicum assignments at Coastline for students in TESL teacher training programs at local CSU and UC schools. |

### Secondary

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| * **Orientations:** Plan, conduct, and/or present at new student program orientations. |
| * **Professional Memberships:** Coordinate institutional membership in appropriate organizations; maintain individual membership as required or appropriate for the program |
| * **Recruitment:** Make presentations and/or conduct program tours as part of recruitment effort |
| * **Special Events:** Coordinate special events (e.g., year-end, graduation, fund raisers, lecture series, exhibitions, performances, etc.) |

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