Khbrat Project Academic Coordinator

English Language Institute

29 hours/wk.

CONTEXT OF THE JOB:
The English Language Institute (ELI) is a leader in the field of English as a Second Language. With an annual enrollment of over 1,800 students, the ELI offers intensive English programs for degree-seeking students, business professionals, and general English language learners. The ELI also offers specialized programs in PreMBA, legal English, teacher training, executive English, foreign university study abroad courses, private tutoring, and evening ESL study. The ELI also offers a Conditional Admissions Program (CAP), Academic Transitions Program, and a BRIDGE Program to students wishing to improve their academic language and study skills in order pursue their bachelor, master, or doctorate degrees at the University of Delaware.

The goal of the program “Saudi Arabian Professional Building Leadership for Change through School Immersion for K-12 ESL and Content Teachers,” also known as “Khbrat”, is to prepare teachers to become leaders in their schools and serve as change agents in fulfilling the Saudi Ministry of Education’s overarching goal to transform Education in Saudi Arabia.

Under the direction of the Khbrat Project Director, the Academic Coordinator works closely with ELI team in implementing all program components comprised of language instruction, teaching methodology, leadership development and school immersion over the course of the one-year comprehensive teacher training initiative, directly supporting 25 EFL teachers. The academic coordinator also provides support as needed to the School of Education’s project team who will provide professional development for 23 academic content teachers, in order facilitate the most effective learning experience for all program participants. Additionally, the academic coordinator will support the development of reflective pedagogical curriculum and individual actions plans for the participants, in support of the program’s overarching goal of instituting education reform in Saudi Arabia.

RESPONSIBILITIES:
In close cooperation with the Project Director, responsibilities will include:

- Co-facilitate initial program orientation, in cooperation with ELI orientation coordinators and CEHD Academic coordinator (Phase I 2019)
- Co-facilitate interactive workshops and informational seminars on aspects of education and US school systems (Phase II 2019)
- Support facilitation of Summer Professional Development workshops as needed (Phase III)
- Co-Plan school Immersion orientation sessions with immersion coordinator to prepare participants for school immersion phase: expectations and goals (Phase IV)
- Co- Plan and co-facilitate guidance of participants in their capstone and final conference preparations (Phase V)
- Collect language proficiency data to develop an individual learning plan for English development for the year (Phase II)
- Facilitate appropriate ELI course selections during Phase II for each participant following this learning plan
- Monitor progress through periodic reports toward language development goals for all participants.
- Coordinate standardized testing such as IELTS or TOEFL as required by sponsor/review and manage records for updates to language goals
● Coordinate Test prep classes as needed for participants’ individual needs
● Periodically review submitted grades on canvas for errors/ incomplete assignments/ tech issues / overlooked grading tasks
● Facilitate norming of assignment evaluations across all advisors and teachers, Communicate regularly when assignments need to be corrected or updated
● Periodically Review Attendance records with Program Monitor; check for accuracy; follow up with errors or any other issues
● Review individual progress reports for accuracy and errors before review and delivery to participants by Project Director
● Compile performance summary reports for sponsor before review and delivery by Project Director
● Coordinate with Khbrat teachers and tutoring coordinator for tutoring support as needed throughout the year
● Ensure utilization of all available resources, including language host partners, SALC resources, and other outside opportunities for English practice
● Work with participants to possibly present a poster for PENNTESOL /WATESOL conferences

QUALIFICATIONS:
● MA TESL degree
● Minimum of 5 years of teaching ESL
● Experience teaching K-12
● Teacher training experience
● Experience working in online platforms
● Experience teaching abroad
● Familiarity with Saudi Arabian education system
● Arabic language skills a plus

To apply, please submit cover letter, your current résumé/CV to Lin McDowell, linbmcd@udel.edu. Review of applicants will begin immediately and continue until the position is filled.

Employment offers will be conditioned upon successful completion of a criminal background check for new employees. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html