



Job Title: Curriculum Coordinator
January 2020

WESLI Overview

Founded in 1981, WESLI (Wisconsin ESL Institute) has earned an excellent reputation in the Madison community, among Midwestern universities and colleges, and with our international partners for equipping international students with the skills needed to succeed in competitive academic and professional environments and for providing a wonderful cross-cultural experience for our students. Today, WESLI offers over 30 courses across seven levels, English for the workplace, and a TEFL certification program.

WESLI has a long history of a family-like atmosphere, as teachers and staff care about students personally while they assist them academically. Most staff members have lived abroad, speak one or more foreign languages, have years of experience teaching English, and have been at WESLI for more than 15 years. WESLI is a collaborative workplace with a team approach, which allows employees to grow in skills and responsibilities according to employees' performance and interests and WESLI's needs.

WESLI's Mission

WESLI prepares international students to be collaborative leaders in their chosen academic and professional environments, guided by the principles of cultural competence, collaboration, and critical thinking.

Job Description

WESLI is currently seeking to hire an additional member to the team to help in the areas of curriculum, assessment and teacher support.

Teaching (40%)

- Teach courses each session on an 'as-needed' basis (10-16 hours per week)

Curriculum/Assessment Administration & Oversight (40%)

- Set, update and maintain annual CEA Review Templates in the areas of Curriculum and Student Achievement
 - Supervise the yearly Outcome Goal Review, and use the outcome review as a springboard to review syllabi and teaching materials, updating Goals and Guidelines as specified by the Curriculum Review Calendar
 - Participate in the annual Curriculum and Student Achievement review meetings
 - Supervise the yearly review of Academic Placement tests, Diagnostic tests, and Rubrics
- Carry out review of texts and materials and update when necessary
- Create and maintain assessment and placement materials in collaboration with the Director

New Teacher Oversight and Evaluation (10%)

- Assist with hiring, supervising, supporting and evaluating new instructors
- Ensure that newly hired instructional staff members are provided with orientation regarding their class assignments and work environment
- Manage the new teacher Mentor Program

Teacher Support & Professional Development (10%)

- Maintain Curriculum & Materials folders on the Teacher Resources server
- Support all teachers on a day-to-day basis for general curriculum-related needs and communicate with director when necessary
- Communicate with teachers on a regular basis to share wider curriculum updates
- Provide general support for teachers based on current knowledge and trends learned through conference/seminar attendance/journal review
- Coordinate tasks for and supervise of collaboration teams
- Plan professional development (skill and level) meetings each session and as needed based on topics related to methods and techniques and plan twice-yearly in-service meetings
- Maintain the resource library: supplementary materials for the texts used in classes (CDs, teacher's guides, answer keys) & teacher resources
- Other curriculum and assessment related tasks may be assigned if necessary

Position Details & Compensation

This is a full-time position, Monday through Friday. Working hours are roughly 8am to 5pm with an hour for lunch. In addition to public holidays, there are 12 vacation days, plus two mental health days for the first year of employment.

Salary for the Curriculum Coordinator position is \$36,000 - \$42,000 + benefits based on qualifications and experience.

Qualifications

- Master's degree in TESOL or related field
- Minimum 5 years teaching, with strong preference to those with adult ESL and EFL experience
- Familiarity with CEA or ACCET accreditation process
- Strong interpersonal and communications skills
- Ability to work in a fast-paced environment
- Outgoing and comfortable working with diverse populations of international students, staff and partners
- Ability to manage and prioritize multiple tasks and responsibilities
- Excellent organization skills and the ability to meet deadlines
- Ability to work independently with minimal supervision as well as the ability to work collaboratively with a team of WESLI employees

To Apply:

- Send resume and cover letter to Jennifer Phillips at Jennifer@wesli.com. The review process will begin February 4th.
- Skype and/or In-person interviews will be offered to qualified candidates.