

## POSITION DESCRIPTION

<b>POSITION</b>	<b>ENGLISH LANGUAGE COORDINATOR</b>
<b>SUPERVISOR:</b>	<b>ENGLISH LANGUAGE MANAGER</b>
<b>HOURS:</b>	<b>FULL-TIME</b>
<b>LOCATION:</b>	<b>AMIDEAST CASABLANCA AND AMIDEAST RABAT</b>

### POSITION SUMMARY:

The English Language (EL) Coordinator is responsible for organizing all pedagogical and teacher related aspects of the English language program. Amideast is hiring for this position in both Amideast locations Rabat and Casablanca. The position will be based in the Teacher's Room, but will also require presence at the Front Desk and circulation among the English language classrooms. This position may require occasional travel to other offices or other offsite locations to meet with clients. This position reports to the English Language Manager, in coordination with other staff members. The EL Coordinator takes a proactive role in ensuring an exceptional implementation of the curriculum and the highest quality teaching both in the classroom and at offsite locations. The EL Coordinator is expected to communicate regularly with the Rabat-based EL Manager and ensure that the EL program is managed in a manner consistent with the policies, practices and standards of an Amideast English language program.

### DUTIES:

#### Providing Teacher Support

- Provide leadership, training and support to teachers
- Provide regular teacher support on pedagogical matters (e.g., help with lesson planning, course design, classroom management, and handling discipline issues).
- Provide regular teacher support, if needed, with issues of cultural understanding and adaptation, both in order to help teachers relate better to their students and adapt to life in Morocco.
- Foster a dynamic sense of team and positive involvement in the program on the part of teachers.
- Conduct initial and then follow-up one-to-one meetings (frequency and timing TBD) with teachers to gauge how they're doing with their classes, what areas they might need support in, etc.
- Serve as the primary liaison between administration and teachers, encouraging open, positive communication.
- As necessary, serve as a liaison between teachers and the Human Resources Manager regarding any related requests, including document inquiries and the Carte Sejour process.
- In coordination with the EL Manager, plan and run an annual teacher orientation with sessions and activities that inform teachers of key information and build a strong sense of team.
- Organize and lead or co-lead in-house teacher development sessions (1-2 sessions per 10-week term) with the EL Manager.
- Collaborate with the EL program manager to run regular teacher meetings. Teacher meetings may be jointly planned and delivered.
- Develop a plan for and facilitate peer-to-peer observations and encourage other ways for teachers to collaborate with and support each other.
- Organize and implement the use of AMIDEAST's Learning Management System (LMS).
  - Conduct trainings on how to properly utilize the LMS.
  - Assist with the student enrollment and course creation and maintenance process.

- Ensure that teachers input grades, attendance, and student feedback in a timely manner.
- Update and maintain course materials in the LMS.
- Download session reports at the end of each session and provide the CSR team with access to attendance, grades, and teacher feedback records.
- Check and submit Teachers' monthly timesheets to and ensure prompt completion, including Costpoint online timesheets. This includes tracking minimum guaranteed hours, corporate hours, sick leave hours, and approving any related medical, substitute, or travel documentation involved.

### **Ensuring Successful Class Sessions**

- Collect responses to teacher preference forms at the start of every session to assign classes. Keep relevant staff updated regarding assigning teachers to classes. Call and inform teachers about their classes
- Arrange subs or make-ups for absent teachers
- Create and update the schemata for classes both onsite and offsite in conjunction with Front Desk staff.
- Help guide students to class at the beginning of each session, and print attendance sheets for double or triple classes of the same level
- Monitor that teachers are in their classroom at least 5 minutes before class starts, that classes and breaks start and finish on time
- Conduct room checks and coordinate with the Facilities Assistant so that any issues (chairs, desks, whiteboards, lights, AC units, etc.) can be flagged and addressed quickly.
- Support teachers by solving and/ or reporting technical problems (e.g., with TVs, Wi-Fi, laptops, HDMI cables) with relevant technical staff
- Assist the CSR team by addressing client questions and concerns, in person or via phone.
- Create a plan for distributing student surveys and execute the plan with support from the EL Department staff so that client feedback is recorded and tracked per session.
- Develop a program of extracurricular clubs designed to engage current and prospective students with English-related opportunities both in and outside class.
- Coordinate with CSR and Social Media staff to publicize these activities at reception and online.
- Teach classes as necessary; support as a back-up teacher in emergencies. (e.g., to cover for sick teachers)
- Communicate and ensure teacher compliance with standards of professionalism (e.g., punctuality and appropriate dress).
- Report to the Manager any repeated or excessive compliance issues with respects to standards of professionalism (e.g., punctuality, language use in the classroom, and appropriate dress).

### **Accounting for Materials**

- Track, re-order when necessary, and provide teacher supplies as needed (photocopier paper, markers, erasers, scissors, colored pencils, etc.)
- Maintain and update, both online and in hard copies, teaching resources organized by class/level, so teachers can easily access them.
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- Order, organize and provide teachers with books, lockers and keys, USBs with the audiovisual files and course plans and make sure teachers return material when finished with them.
- Organize, monitor and maintain (with the teachers' help) the Teachers Room, including the photocopiers, PCs, and reference materials library.
- Supervise and coordinate with the EL Manager on the ordering, printing and distributing of EL certificates.

**NOTE:**

This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. AMIDEAST reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**QUALIFICATIONS, KNOWLEDGE, AND QUALITIES**

The qualifications, knowledge, and qualities expected to successfully fulfill the responsibilities of this position are:

- B.A. degree
- CELTA, PCELT, or equivalent certification. A Master's degree in TEFL, Applied Linguistics or other related field can substitute this certification, based on relevance and applicant's overall experience, and is preferred.
- At least two years of demonstrated experience coordinating projects and assisting with logistics of training-related activities/programs.
- 2+ years of teaching experience in Morocco is preferred, but not required.
- Experience working with teachers in a trainer, mentor, or coach capacity preferred.
- Knowledge and understanding of the student-centered approach to education and the communicative approach to language learning.
- Experience designing curriculum and assessment means preferred.
- A level of comfort with IT and ability to learn how to use a Learning Management System
- Knowledge and understanding of Moroccan culture and educational environment.
- Team-oriented with the ability to work effectively with diverse teacher groups.
- Ability to communicate appropriately and effectively with students, parents, teachers and AMIDEAST staff.
- Ability to problem solve and address contentious issues fairly and expeditiously.

**TO APPLY:**

If you are interested in applying for this position, please submit your resume and a cover letter to [hromocco@amideast.org](mailto:hromocco@amideast.org) before September 30, 2022, at midnight.

**NB: Please indicate in the subject the position with the location you are applying for, Rabat or Casablanca.**