

POSITION DESCRIPTION

POSITION	ENGLISH LANGUAGE COORDINATOR
SUPERVISOR:	ENGLISH LANGUAGE MANAGER
HOURS:	FULL-TIME
LOCATION:	AMIDEAST RABAT

POSITION SUMMARY:

Under the supervision of the EL Manager, the EL Program Coordinator provides essential administrative support of the English Language program and coordination of the AMIDEAST Rabat EL teachers. The EL Program Coordinator also may teach up to six hours per week, as assigned by the Program Manager. This position is primarily based in the Rabat, Agdal Office. The position will be based in the 4th floor English Language Department, but will also require presence at the ground floor Front Desk and circulation among the English language classrooms. The EL Program Coordinator will primarily report to the EL Manager, but during periods when at the Front Desk, will respond to direction from the CSR Manager.

DUTIES:

Providing Teacher Support

- Provide leadership, training and support to teachers
- Provide regular teacher support on pedagogical matters (e.g., lesson planning, course design, classroom management, discipline) and cultural understanding for better student relations and adaptation to Morocco.
- Foster a dynamic sense of team and positive involvement in the program on the part of teachers.
- Conduct regular one-to-one meetings with teachers to assess progress, identify support needs, and provide guidance (meeting frequency and timing to be determined).
- Serve as the primary liaison between administration and teachers, fostering open communication, and as needed, with Human Resources Manager for document inquiries and Carte Sejour process.
- Coordinate with EL Manager to plan and conduct annual teacher orientation, facilitating informative sessions and activities for team building.
- Organize and lead or co-lead in-house teacher development sessions (1-2 sessions per 10-week term) with the EL Manager.
- Collaborate with EL program manager to facilitate and co-lead regular teacher meetings.
- Develop and facilitate peer observations and encourage teacher collaboration and support.
- Organize and implement AMIDEAST's Learning Management System (LMS):
 - Conduct trainings on LMS usage.
 - Assist with student enrollment, course creation, and maintenance.
 - Ensure timely input of grades, attendance, and student feedback by teachers.
 - Update and maintain course materials in the LMS.
 - Download session reports at end of session.
 - Provide CSR team access to attendance, grades, and teacher feedback records.
- Review and approve monthly teacher timesheets, ensuring prompt completion, including Costpoint online timesheets. Track minimum guaranteed hours, corporate hours, sick leave,

and approve relevant medical, substitute, or travel documentation.

- Conduct formal and informal teacher observations, document and provide feedback, report issues to EL Manager, and determine appropriate actions.
- Create and update internal teacher profiles for every teacher that tracks preferences, abilities, growth, etc. throughout the year

Ensuring Successful Class Sessions

- Organize oral placement tests for young learners under 13, either through compensated teacher shifts or direct administration of them.
- Collect and use teacher preference forms to assign classes, keeping teachers and relevant staff informed.
- Arrange substitute teachers or make-up classes for absences.
- Create and update class schemata in collaboration with Front Desk staff.
- Assist in guiding students to classes and printing attendance sheets for multiple classes of the same level.
- Ensure teachers are punctual (in class 5 minutes before class) and classes/breaks start and end on time.
- Coordinate room checks with Facilities department before/during classes for prompt issue resolution (chairs, desks, whiteboards, lights, AC units, etc.)
- Coordinate technical problems with IT department before/during classes for prompt issue resolution (with TVs, Wi-Fi, laptops, HDMI cables)
- Assist CSR team in addressing pedagogical client questions and concerns.
- Create and implement a student survey distribution plan for client feedback recording and tracking.
- Develop extracurricular clubs to engage students in English-related opportunities.
- Coordinate with CSR and Social Media staff for activity promotion.
- Teach classes when needed and serve as a backup teacher in emergencies (e.g., to cover for sick teachers).
- Communicate and enforce teacher professionalism standards (e.g., punctuality, language use in the classroom, appropriate dress).
- Report repeated or excessive compliance issues to the Manager.
- Arrange and conduct meetings with parents as necessary.

Accounting for Materials

- Create and update pacing documents and curricula under EL Manager's direction.
- Track, re-order, and supply teacher materials as needed. (paper, markers, erasers, scissors, etc.)
- Maintain accessible teaching resources by class/level, both online and in hard copies.
- Manage ordering, organization, and return of books, lockers, and USBs.
- Coordinate distribution of teacher books with relevant departments at the beginning of the year.
- Oversee organization and tidiness of Teachers Room, including photocopiers, PCs, and reference materials.
- Coordinate with EL Manager for grade report and EL certificate ordering and distribution.

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, PCEL, 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)
- At least two years of demonstrated experience coordinating projects and assisting with.
- Minimum two years' experience of project coordination and logistics of training-related activities/programs
- Knowledge of student-centered and communicative approaches
- Comfort with IT and Learning Management Systems
- Understanding of Moroccan culture and educational environment
- Ability to communicate appropriately and effectively with students, parents, teachers and AMIDEAST staff.
- Excellent interpersonal skills are a must
- Strong problem-solving abilities

- Highly Preferred: 2+ years of teaching experience in Morocco
- Highly Preferred: Experience mentoring or coaching teachers
- Highly Preferred: Curriculum and assessment design experience

TO APPLY:

If you are interested in applying for this position, please submit your resume and a cover letter to hrmorocco@amideast.org before **November 24, 2024, at midnight.**