
Job Title	Assistant Director
PVN ID	LA-2501-006675
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Center for Immigrant Ed & Training
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 30, 2025 (Or Until Filled)

General Description

LaGuardia Community College's Center for Immigrant Education and Training (CIET), housed within the Division of Adult and Continuing Education (ACE), provides non-credit English for Speakers of Other Languages (ESOL) courses and services for English language learner adults. Its mission is to address the literacy and workforce development needs of low-income, immigrant adults and their families through comprehensive programs designed to advance civic and parent engagement, educational achievement, and self-sufficiency. This position reports to the Director of the Center for Immigrant Education and Training. The Assistant Director, reporting to the CIET Director, will coordinate daily program operations including coordinating intake, assessment, and instruction across multiple grant-funded programs. The Assistant Director supervises teachers, addresses student issues, and engages in short- and long-term program development and improvement. Evening availability is required for this position to accommodate the schedules of adult literacy students.

Other Duties

- Coordinate the daily program operations of an adult literacy department, in collaboration with the director and office staff.
- Oversee management of grant-funded ESOL courses including recruitment, intake, placement, and program orientations/information sessions.
- Oversee instructional and administrative staff including onboarding, training, periodic review, and providing feedback and professional development.
- Assist with program development, improvement, assessment, and outcomes evaluation.
- Oversee student data collection, reporting and general office recordkeeping, including the tracking of student progress, attendance and satisfaction, as required by funders and the university.
- Maintain a positive and productive work environment, motivating the team and addressing and resolving issues in a constructive and professional manner.

- Evaluate staff performance, providing constructive feedback and implementing improvement plans as needed.
- Attend all NYSED Regional Adult Education Network (RAEN) and other professional development trainings, as required, and assist with organizing and tracking required ESOL professional development activities for faculty and staff.
- Develop and maintain relationships with LaGuardia offices to improve student support services.
- Perform community outreach to targeted populations.
- Perform other duties as assigned.

Qualifications

- Master's degree in Teaching English to Speakers of Other Languages (TESOL) or a related field.
- Four years' professional experience teaching adult English language learners in a continuing education or community-based environment, including supporting intake, assessment, and retention.
- Three years' experience managing ESOL programs and supervising ESOL instructors and tutors.
- Three years' experience overseeing program data needs including entry, tracking, and reporting and using systems such as ASISTS and Xendirect.
- Ability to work in a diverse environment and exhibit socio-cultural competence and understanding.
- Strong organizational and project management skills
- Excellent oral and written communication skills
- Excellent technology skills including with data entry and reporting
- Bilingual skills preferred.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.