Job Description

The Central American Refugee Center (CARECEN-NY) is a non-profit serving the immigrant community on Long Island for nearly four decades through legal services, community education, and advocacy. CARECEN is looking for a dedicated, passionate, and experienced educator and program administrator, who is committed to the growth and empowerment of our students and their communities.

In partnership with the New York State Office for New Americans (ONA), CARECEN seeks a full-time ESOL Coordinator to provide ESOL program administration (50%) and classroom instruction (50%) for low literacy, beginner, intermediate and advanced English Language Learners (ELLs)/Multilingual Learners (MLLs). The ESOL Coordinator position is a full-time, salaried, exempt position.

Role and Responsibilities

The ESOL Coordinator will be an important part of CARECEN’s Community Programs Pathway to English team working closely with our clients, students, and Community Programs team on a daily basis through our Hempstead and Brentwood offices. He/she/they will work remotely or on site during class hours, office hours, and with flexibility depending on the course schedule each quarter. The ESOL Coordinator may work mornings, afternoons, evenings, or weekend hours to meet the learning needs of working adults.

Primary Responsibilities

- Provide high quality ESOL instruction for assigned courses, including lesson planning, supplemental and in-class instruction, feedback, authentic assessment, and digital literacy
- Mentor teacher(s) in ESOL teaching and instruction, assisting in key skills development whenever possible
- Maintain accurate records of student attendance, instruction hours, curricula, testing outcomes, and other measures of progress on shared drive
- Implement and monitor retention strategies and attendance policies
- Communicate with students regarding absences, make-up hours, supplemental study hours, or extenuating circumstances that could impact completion of the program requirements
• Encourage students to utilize educational technology, in-house workshops, and public services available in their communities
• Lead registration, enrollment, and pre-/post-testing of all ESOL students
• Report program data to Community Programs Manager as requested
• Attend team meetings with Community Programs Manager, teaching team, and staff (in person or telecommute)
• Other duties as assigned

Qualifications and Requirements

• 2+ years experience in classroom instruction (online and in-person)
• 1+ years experience in program administration
• Bachelor’s, Master’s, CELTA, or equivalent TESL certificate required
• Familiarity with CEFR, NRS, or other measurements of language proficiency
• Knowledge of Microsoft Office 365, Google Drive Suite, Zoom, and electronic ESOL resources, including IWB/Smartboards, tablets, and use of educational cloud-based applications
• Ability to work within a team and mentor teachers and interns
• Flexibility in scheduling to accommodate course offerings

Highly Preferred:

• Educators licensed in bilingual/bicultural or multilingual/multicultural education
• Certificate or experience in teaching low-literacy, LEP, and/or adult education
• BEST Plus certified, or willingness to attend training if required
• Results-Oriented Management and Accountability (ROMA) Certification
• Spanish fluency required for literacy and beginner class instruction, preferred for intermediate and advanced instruction

Home Office: remote and/or hybrid in Hempstead or Brentwood office

Supervisor: Community Programs Manager

Compensation: $50-55K annual salary + full benefits

How To Apply: Send a detailed cover letter explaining why CARECEN and this job would be the perfect fit for you along with your resumé/CV and three (3) references to becca@carecenny.org with “ESOL Coordinator Position” in the subject line. Position will remain open until filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.