



- Job Title:** Faculty Support Manager
- Hours:** Full-time (40 hours/week); some evening and weekend hours
- Reports to:** Executive Director
- Purpose:** Advance LCNV's mission, LCNV's reputation for leadership in the field of adult education, and LCNV's learners by ensuring a state-of-the-art instructional program
- Direct Reports:** All part-time faculty.

## Organizational Leadership

- Serve on LCNV Senior Team
- Participate in implementation of the strategic plan
- Ensure that LCNV maintains a strong academic program by staying abreast of education research, best practices, and state and federal mandates and provide organizational guidance that takes these into account
- Represent the Academic Department internally and externally as needed
- Represent the organization at conferences through presentations showcasing LCNV's work
- Draft and/or review academic program verbiage in organizational articles and grants

## Academic Department

- Participate in planning for virtual and in-person LCNV offerings
- Provide guidance & make timely decisions related to academic offerings and pedagogy
- Serve as liaison between Academic Department and Senior Team
- Monitor reporting and handling of customer complaints and high-risk incidents for the Academic program
- Coordinate, together with other staff, the commitments made by LCNV in grants
- Oversee the roll-out of pilot projects in the academic program (eg Afghan Mini Classes)

## Faculty Management and Administration

- Hire and orient highly qualified part-time teaching staff for virtual and in-person classes, including paid and volunteer teachers
- Coordinate, together with the Volunteer & Outreach Coordinator, the placement of volunteer teachers, aides, & substitute teachers
- Supervise & communicate with faculty including leading faculty meetings and/or PLCs regularly to ensure understanding of teaching practices consistent with program philosophy and to build communities of practice
- Keep abreast of new education research relevant to LCNV's learner and teacher population
- Integrate technology and standards-based instruction into LCNV teaching practices
- Design, coordinate, facilitate, and implement or delegate professional development (PD) based on state requirements, program imperatives, teacher needs, and best practices to achieve faculty implementation of pedagogical practices consistent with program philosophy and a

unified community of practice. Evaluate external professional development opportunities for appropriateness for sharing with faculty and share via calendar online

PD content may include:

- Teaching standards such as English language proficiency (ELP) standards and College and Career Readiness (CCR) standards
- Digital literacy for teaching and learning, including Northstar Digital Literacy
- Distance learning best practices
- Other relevant material

PD instructional vehicles may include:

- Face-to-face, online, group, or self-directed instruction
  - Faculty Meetings; Volunteer Instructor Trainings; video- / audio-taped modules, Professional Learning Communities (PLC), and other vehicles.
- Conduct faculty observations, class visits, and coaching to ensure clear and consistent application of teaching standards
  - Manage academic instructor training team in planning and preparing to facilitate instructor trainings

**Additional duties as assigned**

**Qualifications – The ideal candidate will have the following:**

- Master's degree in TESOL, Adult Education, or other related field preferred
- Three years ESOL teaching experience, including with students with limited or interrupted formal education
- Knowledge of current trends in related fields, such as family literacy, educational technology, blended learning, LESLLA, teacher education, etc
- History of conference presentations & participation in leadership activities
- Strong technology skills, including Microsoft Office, Google Workspace, and Salesforce. Skill in teaching, presenting, and using educational technology tools.
- Ability to lead volunteers, manage multiple projects, and adapt to changing needs
- Strong attention to detail; superior oral and written communication skills
- Capacity to work both independently as a part of a team
- Demonstrated initiative, creativity, and commitment to the mission of LCNV

LCNV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.