

Data Coordinator

This person can put together reports that will let you know how you are doing in all things data. (See Chapter 18, page 60, in this toolkit.)

Testing Coordinator

You can have someone who arranges a pretest and posttest, and who can work with instructors on formal and informal assessments.

Intake Coordinator

This person can handle registering students. They can work with the team who does your orientation and placement tests and then put the students in classes. For drop-in courses, this may be the person who works with students before the class to figure out their level.

Instructional Support Coordinator

This person coordinates professional development, training and observing instructors. They can answer questions instructors have about instruction and provide support to instructors who need it. This person can also provide advising to students about what they can do outside class to learn independently.

Curriculum Coordinator

This may be a short-term position to put together or lead a team to create the curriculum or may be longer term to continue to develop the curriculum and create lesson

plans. This person can also maintain physical or online collections of resources.

Transition Coordinator

Most students have goals outside of simply learning English. This individual works with students to move on to other English-language programs or college. They can work with students with employment issues. They may work individually with students, hold workshops, or do presentations in classes.

Retention Coordinator

This person can work with all the things listed in the retention and referrals to support services section of this toolkit.

Outreach Coordinator

This would be the person who would make flyers, communicate with those who can distribute them for you or promote your program, and update your social media.

Administrative Aides/Resource Center Coordinator

This person might look after tasks such as responding to phone calls, ensuring that supplies are kept replenished, and collecting and tracking other resources that instructors can use, such as:

- instructor texts/teaching materials
- CD players
- laptops/tablets
- projectors
- markers/erasers/pens
- whiteboards/flipcharts

SAMPLE ORGANIZATIONAL CHARTS

