MATRICULATION SUPERVISOR (ESL Non-credit)
English as a Second Language

OVERVIEW: Under the direction of the English as a Second Language (ESL) Director, the Matriculation Supervisor implements the noncredit ESL matriculation services and programs; monitors non-credit ESL matriculation to be in compliance with Chancellor's Office guidelines; collects and provides data regarding retention, attrition, and advancement; coordinates programs and services in collaboration with the ESL Counselor, instructional and student services staff; and maintains articulation and liaison with the credit matriculation committee.

EXAMPLES OF DUTIES:

- Implements matriculation goals for ESL programs and service in areas such as orientation, assessment, and advisement;
- Carries out student service systems and processes to ensure alignment with State mandated policies and outcomes;
- Trains, supervises and coordinates ESL student services staff;
- Collects, synthesizes and documents student retention; persistence, attrition and completion rates;
- Tracks numbers of student served and ensures the quality of services provided;
- Assists with student needs assessments and evaluation for program review.

MINIMUM QUALIFICATIONS:
Knowledge of:

- Data collection and analysis methods;
- Needs assessment tools and student satisfaction survey development;
- Models for the development of teamwork;
- Continuous improvement processes and tools;
- Federal, State and District requirements regarding non-credit matriculation;
- Language proficiency assessment, placement and California Model Standards.

Ability to:

- Develop processes to ensure successful transition of ESL students to credit courses toward their academic and vocational goals;
- Implement training activities for staff who provide matriculation services;
- Improve marketing and outreach to appropriate target populations;
- Improve retention through needs assessment and data collection;
- Recommend to the Director, continuous improvement projects related to ESL non-credit matriculation.

Education and Experience:
AA or AS degree required; BA or BS degree preferred; two years of increasingly responsible experience working in an ESL environment; completion of a statistics and/or research methodology courses desired. Persons with the knowledge and abilities stated are considered to have the necessary education.

Licenses and Other Requirements:
A valid and appropriate California Driver's License.
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