



EMPLOYMENT OPPORTUNITY

June 28, 1999

SUPERVISOR, LANGUAGE LEARNING CENTER (LLC)

English as a Second Language Department

100% time, 12 month term

Current hours: Mon – Fri; hours variable, will include some evenings.

SALARY: *Range 90, Steps 1 - 6, \$3,579 - \$4,574. Initial salary placement, Step 1.*

HEALTH & WELFARE BENEFITS: *District contributes \$5,584 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. New employees contribute 5% of salary toward Retiree Lifetime Medical Benefits Program.*

OVERVIEW:

Under the direction of the Director, ESL & International Programs, supervises the LLC which serves the language resource needs of student and faculty of the four language acquisition departments. The LLC Supervisor is responsible to support the development of quality ESL (English as a Second Language), AMLA (American Language), ASL (American Sign Language) and Foreign Language curricula for open lab and SMART classroom applications. The LLC Supervisor trains and assists faculty and staff in the use of current instruction tools including Computer Assisted Language Learning (CALL) technology to meet the needs of a diverse student population.

EXAMPLES OF DUTIES:

- *Supervises the day and evening LLC program ensuring the smooth operation of the open lab, SMART classroom and courseware development facilities;*
- *Oversees the implementation of language instructional programs;*
- *Assists the Director in the hiring, training and evaluation of LLC staff;*
- *Collaborates with technicians in maintaining and updating equipment and facilities;*
- *Evaluates new technologies, software and World Wide Web for language instruction;*
- *Assists the Director with grant applications and maintenance of LLC budgets;*
- *Facilitates improvement of instructional resources and services by collaborating with the LLC Advisory Committee;*
- *Provides leadership and support for language faculty in selection of appropriate software and in the development of new courseware and assessment tools;*
- *Designs and presents training and development opportunities for language faculty and LLC staff;*
- *Coordinates, plans and evaluates existing service and assists in program review.*

It is the policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Vietnam Era Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave.

The college actively seeks applications from women, ethnic minorities, and persons with disabilities for desired staff diversity. Contact the Office of Human Resources if you need any special accommodations to complete the application process at 909-594-5611, ext. 4225.

Supervisor, Language Learning Center (LLC)

MINIMUM QUALIFICATIONS:

Knowledge of:

- *Emerging models for the development of teamwork and continuous improvement processes;*
- *Language teaching tools and delivery modes;*
- *Federal, State, and District requirements for adult education funding;*
- *New technologies and software to support language learning;*
- *The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students;*
- *Increasingly responsible supervisory experience in an instructional setting.*

Ability to:

- *Demonstrate and direct the use of multimedia technologies including CALL (Computer Assisted Language Learning) and World Wide Web as teaching resources;*
- *Develop training presentation and workshops for faculty and staff;*
- *Develop teamwork and continuous improvement processes;*
- *Communicate effectively in oral and written modes.*

Education and Experience:

An AA or AS Degree required; a Bachelor Degree preferred. Minimum one year experience working in an instructional laboratory.