CLASS SPECIFICATION
American Language and Cultural Institute (ALCI) Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessionals
Union Representation: Represented

GENERAL PURPOSE
Under the direction of the Director, Student Relations and International Education, the American Language and Cultural (ALCI) Institute Coordinator is responsible for planning, coordinating, organizing and evaluating ALCI related responsibilities in support of the District’s ALCI program.

DISTINGUISHING CHARACTERISTICS
ALCI Coordinator is responsible for overseeing and coordinating the District’s ALCI activities. The incumbent plans, facilitates, coordinates and organizes all ALCI classes and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides information and answers questions regarding the District’s ALCI program; interprets and explains program rules and regulations and District admissions policies to applicants, students and faculty.

2. Administers placement tests to determine learning groups within ALCI.

3. Coordinates and plans cultural activities and field trips for ALCI students, including transportation and is responsible for maintaining all the appropriate paperwork and waivers.

4. Maintains eligibility list and ensures that all students have paid all required fees and obtained health insurance.

5. Creates and develops ALCI not-for-credit curriculum and determines learning groups/levels and ensures it is aligned with SEVIS accreditation requirements.

6. Contacts and schedules the readers, and is responsible for processing presenters’ timesheet for payment.

7. Observes and provides work director to ALCI instructors/presenters and student workers.

8. Select appropriate learning and educational materials for ALCI program.

9. Meets with appeal reader and assists in making decisions regarding placement; assist with placement appeal process.

OTHER DUTIES
1. Attends a variety of meetings, training sessions, seminars and workshops as required.
2. Assists with outreach and recruitment efforts.

**QUALIFICATIONS**

**Knowledge of:**
1. Immigration and Naturalization Service regulations regarding foreign students.
2. Federal requirements regarding international students.
3. SEVIS accreditation requirements.
4. Principles and practices of budgeting.
5. Principles and procedures used in community college ALCI programs.
6. International student recruitment and retention strategies and techniques.
7. Principles and practices of sound business communication.
8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Standard business software, including word processing, spreadsheet, database and presentation programs.

**Ability to:**
1. Participate in planning, developing, organizing, coordinating, implementing, directing and evaluating a comprehensive ALCI program to attract, enroll, orient, and assist international students.
2. Maintain current knowledge of enrollment, matriculation and assessment.
3. Administer and effectively work with all District departments as well as students to carry out program activities to meet District/program goals and objectives with limited supervision.
4. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
5. Observe and evaluate instructors and/or presenters.
6. Work a flexible schedule, including some evenings and weekends.
7. Learn and apply the philosophy, objectives and policies of student workers.
8. Manage multiple priorities.
9. Organize and maintain a variety of records and files.
10. Communicate clearly and effectively, both orally and in writing.
11. Follow and apply written and oral instructions.
12. Operate office equipment including computers and supporting word processing, spreadsheet, database and presentation applications.
13. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

14. Establish and maintain effective working relationships with instructors, faculty, staff, students, the public and others encountered in the course of work

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution of higher education with a Master’s degree in, TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis; and at least four years teaching TESL in an educational institution; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, students, parents and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.