



## **ESL Pathway Program Director**

Holy Apostles College and Seminary invites applications for a full-time ESL Pathway Program Director. The administrative and instructional duties of the ESL Pathway Program will be performed by a single full-time position. Minimally the ESL Pathway Program Director will be required to provide at least 20+ hours of direct instruction a week for both fall and spring, and 4 weeks in the summer. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

Review of applications will begin on February 24<sup>th</sup>, 2025, and continue until the position is filled. The anticipated start date is July 1<sup>st</sup>, 2025.

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

### **Requirements:**

Education: Bachelor's degree required; Master's degree and/or ESL Certification preferred.

### **Salary:**

Salary: The salary for this position is \$40,000 to \$52,000.

### **ESL Pathway Program Director Responsibilities and Duties:**

The ESL Pathway Program Director is responsible for overseeing the English as a Second Language (ESL) Pathway Program at Holy Apostles College & Seminary. The position entails direct classroom instruction, language assessment, tutoring support, curriculum development, and program evaluation to ensure high-quality English language instruction for non-native speakers. The ESL Director collaborates with administrators, faculty and seminary leaders to develop effective language programs that support students' academic and social growth.

### **Job Duties:**



#### Program Development and Implementation:

Design and implement a comprehensive ESL program aligned with Program Learning Outcomes (PLOs). Develop curriculum and instructional resources aligned with language proficiency standards. Integrate new teaching technologies and methodologies into the program when appropriate.

#### Student Assessment and Support:

Oversee ongoing assessments to determine proficiency levels. Ensure that educational plans meet individual student needs and that progress is monitored. Implement student support services such as tutoring or language labs.

#### Policy and Compliance:

Ensure adherence to local, state, and federal regulations and accreditation bodies regarding ESL education. Maintain program documentation for accreditation or external review purposes. Work closely with PDSO and DSOs to ensure institutional compliance and student placement.

#### Extra-Curricular and Community Engagement:

Build relationships with community and larger seminary leaders. Organize special sessions and workshops for ESL students. Foster partnerships to support program growth and development.

#### Program Evaluation and Reporting:

Regularly review and analyze the effectiveness of ESL programs using data-driven metrics. Report progress and outcomes to Academics and Seminary administrators. Implement improvements based on feedback and research in language education.

#### To apply please submit:

- a cover letter
- resume or C.V.
- personal statement outlining your reasons for applying
- a list of relevant certifications and software you have used that fit this position
- three letters of reference
- official transcripts

All materials must be submitted electronically to Dr. Kristina Olsen (Vice President of Academic Affairs, Theology Search Committee) [kolsen@holyapostles.edu](mailto:kolsen@holyapostles.edu)