

**UNIVERSITY OF NORTHERN IOWA
PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION**

Working Title Curriculum & Assessment Coordinator

Code 2747

Reports To (Title) Director

Department/College Culture & Intensive English Program (CIEP)

Pay Grade 118

FLSA Status Exempt Learned Professional

Review Date 08/17

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PRIMARY FUNCTION: Assist with overseeing the development, implementation and evaluation of the curriculum and assessment practices at CIEP by working with the advisory committees on a regular basis; delivers and evaluates the progress of students with regard to non-credit English language courses; collaborates on completing self-study reports; and counsels students on academic issues as needed; mentors other departmental staff and students with regard to exam administration, and professional development, and student field experiences.

**PERCENTAGE
OF TIME**

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- 25% 1. Assists in overseeing development, implementation, and evaluation of program curriculum and assessment practices by working with the curriculum advisory committees; ensures CIEP curriculum integration and coordination between content areas and proficiency levels; communicates with instructional staff as needed regarding issues related to curriculum and assessment; guides the development of project proposals related to curriculum reviews and implementations; works with instructional staff on level meetings and textbook selection; prioritizes and recommends curriculum development be undertaken by CIEP; meets with Director to prioritize projects; and assists the CIEP Director with the completion of self-studies and reports required by accrediting bodies and consortiums in regard to curriculum and assessment updates.
- 25% 2. Keeps updated with current second language assessment theory and research as well as computer-based statistical analysis programs; conducts orientation and norming sessions to direct new and current instructional staff in CIEP; develops and monitors a master calendar for test development, implementation, and revision; develops and maintains specifications for each of the tests used in the program, ensuring that the tests cover the corresponding student learning outcomes and objectives per course; creates reports related to CIEP pass/fail rates at the end of 8-week session and a general report at the end of each that summarizes the pass/fail rates of the students enrolled in the program for the past year; creates a comparative analysis of graduate and dismissal rates every two years; analyzes former CIEP students' academic success rates yearly; revises standardized exams of levels/classes where students are plateauing; and coordinates and administrates placement testing every eight weeks or as needed for the regular and special programs and reviews placement exam materials.
- 20% 3. Designs and delivers non-credit English language program courses; determines the progress and readiness of students to advances in the CIEP or University academic classes; and provides students with study skills training and orientation to academic studies in an American university environment; and advises students on academic and cross-cultural issues as needed and assists in responding to student grievances.
- 10% 4. Participates in meetings with departmental staff to discuss policies, procedures, and program curriculum; works on special projects related to curriculum development or other program-related work as needed; and assists in promoting the program and on recruitment efforts locally and overseas as needed.
- 10% 5. Provides leadership and serves as a mentor to new instructional staff; works with practicum students during Teachers of English to Speakers of Other Languages (TESOL) field experiences; and participates in staff searches when necessary.

UNIVERSITY OF NORTHERN IOWA - P&S POSITION DESCRIPTION

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- 10% 6. Conducts annual teacher observations and works closely with instructional staff to improve and develop curriculum on a regular basis; conducts peer observations once a year; guides and confers with instructional staff to ensure a high level of service and adherence to academic standards; and writes reports for CIEP director based on teacher observations guidelines.

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GENERAL INFORMATION: Master’s degree in TESOL, linguistics, or related field plus at least three years of teaching experience as a core instructor at an Intensive English Program required. Working knowledge of best practices in assessment and test development and excellent command of Word, Excel, Access, databases, and other software to process data and prepare reports also required. Excellent academic and technical communication oral and written skills and organizational skills preferred.

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The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university's right to assign, direct and control duty assignments.

Prepared By:
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Incumbent:
Lauren Rein

Approved By:
Carolina Coronado-Park