

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District, (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") regarding **English as a Second Language (ESL) Coordinator**.

ESL Coordinator

Job Description
20% Reassigned

Core Responsibilities


1. Work with the department chair to develop class schedules and recommend associate faculty assignments for course sections.
2. Coordinate instructional and student support with external agencies and community partners.
3. Participate in the planning and organization of outreach and orientation events for ESL students.
4. Convene meetings with program faculty, as necessary.
5. Coordinate procurement of teaching resources for the ESL program including instructional supplies, equipment, training devices, room and space needs, student resources, handouts, etc.
6. Oversee SLO assessment; ensure regular discussions of assessment results and continuous quality improvement.
7. Work with internal and external partners to identify instructional locations in the community for program expansion and maintenance,
8. Orient and mentor program faculty, including review of syllabi to ensure that they are consistent with the course outlines of record.
9. Coordinate curriculum development, including articulation with appropriate institutions.

By: 

For BCEA

By: 

Erik Shearer (Jan 13, 2025 08:58 PST)

By: 

Chris Little (Jan 14, 2025 09:11 PST)
For the District











BCEA MOU ESL Coordinator job description_Dec2024

Final Audit Report

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