SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Associate Director, English as an Additional Language Programs
Position #: 00125681
Department: Division of Curriculum & Instruction, Centre for Educational Excellence
Reports to: Director, Curriculum & Instruction
Employee Group: APSA

POSITION SUMMARY

The Associate Director, English as an Additional Language (EAL) Programs, is a member of the C&I leadership team, working closely with the other Associate Directors, especially the AD for Educational Development. The Associate Director is responsible for: (1) developing and advancing an EAL strategy and plan for SFU that is consistent with the mandate and priorities of the Centre and includes stakeholders across SFU in the Student Learning Commons, Student Services, Lifelong Learning, Fraser International College, and others; (2) establishing a team orientation, culture of evaluation for continuous improvement, and synergistic approach to future planning by building relationships with other Associate Directors and Managers within C&I and across the Centre and the larger Learning and Teaching Portfolio, and with Instructors, Departments, and Faculties at SFU; (3) implementing a collaborative project management approach with cross-functional teams of Educational Consultants, members of the Learning & Teaching Technology Division, and others at SFU for the design, planning, and implementation of workshops for students, professional development for instructors, and in collaboration with Faculties, course-embedded activities, stand-alone courses, and curriculum-wide strategies that meet the needs of EAL students; (4) establishing a common framework, processes, standards, accountability measures, and evaluation criteria for EAL instruction and student support across diverse learning and teaching modalities; (5) providing collaborative and practical support to the Manager, Learning & Teaching Programs in the design and delivery of workshops and other programming; (6) supervising Educational Consultants with expertise in language acquisition and the support and teaching of EAL learners; and (10) administering the unit’s budget, planning and forecasting for the areas within the position’s purview.

DUTIES AND RESPONSIBILITIES

1. Leads educational development efforts aimed at language acquisition in collaboration with others in the C&I Division by:
   - Collaborating with other leadership at SFU (Library, Lifelong Learning, Student Services, etc) in support of best practices for academic, social, and cultural support of EAL students at SFU.
   - Responding to emergent needs of English language learners and the clients of the Centre (e.g. Faculties, programs, faculty members and instructors); anticipating and preparing to respond to current and future trends by monitoring trends in higher education.

2. Establishes and maintains community of practices and shared resources for English Language acquisition and support which includes CEE staff from different functional areas, staff in other units at SFU that are engaged with supporting students and teaching assistants, and faculty members contributing to EAL programs and initiatives at SFU by:
   - Collaborates with the other members of the C&I leadership team in: the articulation, development and approval of policies and practices related to English language acquisition.
   - Actively promoting the adoption of best practices in educational development for EAL learners, based on ensuring a common foundation among all C&I staff, working with collaborators across SFU, and through the measurement and improvement of key performance indicators.
   - Working with the Manager of Learning & Teaching Programs to ensure the EAL Programs team is actively engaged in programming in support of educational excellence at SFU.
   - Providing and improving a high-quality professional work environment for staff, considering communication, conflict resolution, and professional and career development; and
   - Enabling and promoting cross-functional activities and staff working groups.

3. Provides leadership in the overall administration of the unit in order to meet the objectives and evolving needs of educational development and support by:
   - Overseeing the unit’s budget; developing and allocating resource plans (staff, space, budget, equipment, professional development, etc.); establishing and reviewing workplace policies and processes; is responsible for supervision, recruitment, performance management of Educational Consultants and Program Directors; and creating a motivating, supportive, communicative, and rewarding work environment for staff.
   - Representing the Division of C&I in daily interactions with other members of the university community including Associate Deans, Chairs, Directors and faculty members, with regard to teaching and learning stewardship and support services.
• Actively engaging in one’s own professional development and continuous improvement in areas of responsibility and maintaining currency in educational development and related fields.
• Contributing to the continuous improvement in the teaching and learning community by informing the C&I team of grassroots, program, Faculty-level and external trends and issues; anticipating trends and developing and maintaining areas of leadership/expertise that align with departmental and institutional needs.
• Advising the Director on strategic and budgetary planning for EAL programs in partnership with other SFU units or other institutions.

**IMPACT OF DECISION MAKING**

The Associate Director, EAL makes decisions regarding:
• The operationalization and capability of C&I EAL support working in alignment with the vision and strategic plan for the CEE, VPA Academic Plan, and SFU’s Strategic Vision, and in collaboration with other leadership within the AVP-Learning & Teaching portfolio and elsewhere at SFU.
• Staff hiring, approval of leaves of absence, performance evaluation, grievances, and conflict resolution.
• Appropriate methods for needs and gap analysis of the teaching and learning community and an evaluation plan and impact studies of C&I activities.

**RELATIONSHIPS**

Sets objectives necessary for obtaining feedback and assistance. Partners with wide circle of contacts and involves them in generating mutually beneficial opportunities and achieving agreeable outcomes. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organization.

**Supervisory**

Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training and development, evaluating performance, approving leaves of absence, and responding to grievances.

**Primary Working Relationships**

**Internal Connections/External Connections** – Works in collaboration with other leadership within the AVP-Learning & Teaching portfolio and elsewhere at SFU. Works with the Director of C&I to contribute to the vision and strategic plan for C&I EAL programs. Interacts daily with other members of the university community including Associate Deans, Chairs, Directors and faculty members, with regard to teaching and learning stewardship and support services. Collaborates with other leadership at SFU (Library, Lifelong Learning, Student Services, etc) in support of best practices for academic, social, and cultural support of EAL students at SFU.

**QUALIFICATIONS**

Master’s degree in Education, Linguistics, or a related field, and seven years of experience in educational development, educational research, post-secondary teaching and learning focused on EAL students, the management of educational projects, and administrative management in a teaching and learning centre, or equivalent combination of education, training, and experience.

• Excellent knowledge of educational theory principles of effective practice in undergraduate and graduate teaching of EAL students; course, curriculum, and program development; and knowledge of effective instructional design using a diversity of delivery modalities appropriate for additional language learners.
• Excellent analytical reasoning, problem solving, time management, strategic planning, project management, supervisory, administrative, and organizational skills.
• Ability to consult on processes to support institutional-level strategic directions and to liaise with and build partnerships across the CEE, and among faculty and staff in different disciplines.
• Excellent cross-disciplinary oral and written communication skills, interpersonal skills, presentation skills, and business acumen.
• Ability to demonstrate a commitment to client service and professionalism in consulting with clients, identifying needs, and facilitating solutions.
• Ability to effectively lead and collaborate on cross-functional and multi-disciplinary teams, multitask, establish priorities, and meet deadlines.

Initial Effective Date: 2019-05-23
Latest Revision Date: