



August 25, 2009

**TOURO COLLEGE
SCHOOL OF EDUCATION
Job Description
Chair, TESOL and Bilingual Programs**

Touro College is seeking a Program Chair for its growing Master's Degree Program in Teaching English to Speakers of Other Languages and the Advanced Certificates in Bilingual Education. The Program Chair provides leadership and support for a range of academic efforts in the field of teaching English Language Learners that include, but are not limited to: new program development, managing the curriculum and related processes, ensuring the vitality of existing programs through rigorous review and assessment and advancing the use of technology in course offerings. The Program Chair also acts as liaison with public and private school systems in New York City and Long Island in developing school-college partnerships. The Program Chair must also form and maintain positive working relationships with municipal and state education departments. The position reports directly to the Dean of the School of Education and interacts, as appropriate, with the Vice President for Graduate Programs.

Responsibilities

The Program Chair

- Provides leadership in program implementation and development
- Recommends, supervises and evaluates professional and administrative staff
- Supervises the review process of student applications
- Provides oversight of the admission, registration and advisement of students
- Assigns faculty and schedules courses
- Manages program budget including payroll
- Develops and recommends student recruitment strategies
- Communicates on behalf of students with the college certification officer

- Represent the program in meetings of the Dean of the School of Education
- Prepares reports as requested by the Dean

Qualifications

- An earned doctorate in TESOL, Bilingual Education, Linguistics or closely related fields
- Evidence of successful teaching at the university level
- Experience working with English Language Learners
- Administrative experience
- Strong interpersonal, communication and collaboration skills

Application Process

Candidates should send or email a letter of interest, resume and the names and contact information of three references to:

Nilda Soto Ruiz, Ph.D.
Chair, Search Committee
Touro College School of Education
43 West 23rd Street, Room 309
New York, New York 10010

nsoto@touro.edu.

Touro College is a private institution with locations in Manhattan, Brooklyn, Queens and Bayshore. The college is an equal opportunity employer and its policies are in conformance with Title IX, 1972 Education Amendments.

The review of applications will begin September 14, 2009.