

# **SAMPLE JOB DESCRIPTION**

## **ESL School Director**

### **TEAM FORMATION**

Recruiting – Church Bulletin Ads  
Personal Contacts

Training – Initial  
Enrichment

Screening – Application  
Classroom Assignment

Pre-class Prayer Times

Team Meetings

Fun Activities

Encouragement  
Christmas and End of Year Gifts, Cards of Encouragement

Pray weekly for all teachers.  
Keep aware of their needs.

### **ADVERTISING**

Brochures – creating & updating  
Copying and folding  
Distributing  
Mass Mailing to Last Semester's Students  
Apartment Complexes  
Ethnic Markets and Stores  
Western Union  
Grocery Stores, etc..

Public Service Announcements  
Radio  
Newspapers  
Foreign Language Publications  
Ethnic Organizations

Paid Ads  
Foreign Language Newspapers

Letters  
Businesses  
Churches

## **CURRICULUM**

Choosing appropriate curriculum for each level

Ordering

Keeping an adequate supply on hand  
Enrichment materials for teachers  
Special requests from teachers and/or students

## **ESL CLASSES**

Request proper facilities

Interface with Church's Facility Coordinator and other ministries meeting at the same time that you are.  
Maintain Snack Room Schedule

Decide on how many levels will be taught

Teacher and helper classroom placements

Classroom Supplies

Determine needs of each classroom  
Purchase supplies  
Maintain supplies

Class Day/Night

Arrive early  
Deliver supplies, Bibles and attendance records to each classroom  
Check physical set-up  
Set up Literature Table  
Set up Registration Table

Copy and Maintain Student Placement System

Test and Place Students in Proper Classroom

Determine which teachers/assistants to use each evening for testing

Student Notebooks

Create inserts  
Copy and hole-punch material  
Put together Notebooks

Ensure all classrooms are covered

Maintain calendar of known upcoming teacher absences

Coordinate with Snack Coordinator

Coordinate with Nursery Coordinator

Order Foreign Language Bibles and Tracts

Ensure all materials are put away at the end of the evening and lock up.

#### Attendance

Create Database

New copies to all teachers weekly

Recording in Master File

Running mailing labels

Filing/maintaining Student Registrations

Coordinate any visitors from other churches/organizations

#### Nightly Scripture/Devotions

Approve material

Reproduce material

Instruct in use

## **EVENT PLANNING**

In Class Party

One per semester

Party in Teacher's Home

One per semester

Big Party in Fellowship Hall

One per semester

Classroom Speakers

i.e. Advanced Class Etiquette Speaker

## **CONGREGATIONAL AWARENESS**

Weekly Prayer Request E-mail

Information in Church bulletin

Church Publications

Pulpit Announcements

Sunday School Class Speaker

## **BUDGET**

Prepare Annual Budget for Church Approval

Submit receipts for reimbursement

Manage Budget by categories

Collect and deposit Student Book Money

Apply for any outside funding we deem appropriate

## **MAINTAIN VIDEO LIBRARY**

Update checkout system

Encourage appropriate use

## **MAINTAIN STORAGE CABINETS**

## **MERCY MINISTRY**

Gather information

Assess needs

Refer to appropriate community agencies

Request help from Deacons

Recruit volunteers

Case Management