

Academic Coordinator - VATC English Center

Position: Academic Coordinator

Working Location and No. of Headcount:

+ Cao Lanh, Dong Thap: 2 positions

***** Duties and responsibilities:**

- Conduct Placement Tests
- Observe classes and provide feedback
- Agree development plans with teachers
- Meet with teachers to provide any support needed
- Track teacher performance
- Be the main point of contact for any teacher related enquiries or issues
- Communicate all individual and company information to teachers
- Manage TA's in their tasks of monitoring and reporting on student progress
- Manage the testing process
- Ensure availability of materials for teachers
- Support the Center Manager with student issues
- Provide reports as required
- Substitute for classes

***** Requirement:**

- 2 years teaching experience
- University Degree
- Fluent in English and Vietnamese; IELTS 6.5 or above
- Team building and leadership skills
- Communication and interpersonal skills
- Training and development skills
- Problem solving and decision making skills