The Teacher turned Manager
Transitioning Into a Management Role

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SIT MAT LR2 • Sandanona
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Awareness Raising Workshop

• The Institution benefits
• The clients, employees benefit
• Challenges you, the teacher/manager may face
There are many types of management positions and the amount of actual “managing” one does may vary

I’m here to talk about one such position and how my skills as an ESL teacher have helped me make the transition
The Agenda

• My Context – How I came to be a manager
• Teacher vs. Manager – Skills Activity
• Interviewees
  • Challenges
  • Benefits
• Take-aways
• Resources
• Feedback
Class 1-4, Wakasho – Aizu, Japan
October, 2009
Bornelund classroom - Kyoto, Japan

November, 2010
SEIHA classroom - Katsura, Japan
October, 2011

The Financial Supervisory Service of Korea
July, 2015

The Northern Virginia Community College - NOVA
Market the Center and its Services
Data Gathering & Feedback
Meetings
Induction & ongoing training
Communication
Budget and Grant Writing
Hiring & Firing
Familiarize self with ESL & English Dept. curriculum

What can you take from teaching to do these things?
Let’s brainstorm

What about teaching is a lot like managing?

Talk with a partner or in groups of three for a few minutes
What are some common skills?

- Teaching Skills
- Managerial Skills
Interviewees

Sarah Bogdewiecz
Coordinator, Academic Support Services at NoVa
(my boss)

Emily Miller
RWC Supervisor, English Teacher
(my co-worker)
Interviewees

Jaime Durham
Program Coordinator, SIT
(my Jaime)

Mary Kay Sigda
Graduate Admissions Officer and Adjunct Faculty, SIT
(my Mary Kay)
Challenges
Sarah

Academic vs. Business calendar
“I have to be at my desk from 8:00 to 5:00. I don’t get the flexibility of doing stuff from home or doing things throughout a semester. It’s a weekly thing, it’s a daily thing, it’s a monthly thing.”

- Sarah Bogdewiecz
Mary Kay

Organizational Skills
Tougher Skin
Student Relationships vs. Employee/Colleague Relationships

The Classroom vs. The Office
Office Politics & Diplomacy
Budgets
Benefits
Growing Strengths, Building Teams
Accountability, Supporting the team
Reflective Managers
Goal Driven
For those of you not in a management role, what are you taking with you from this lecture?

How can you apply some of what you’ve learned to your context?
“As a manager, the teacher has several roles which can be noticed in comparison with the general activities of a manager and which can be transposed in specific management tasks, like: forecast – planning, organization, control, evaluation, consulting and decision.”

- From ‘Teacher’s Managerial Roles’
International Diploma in Language Teaching Management (IDLTM)

Helping you take the next step

For many language teachers, the move into management is a natural career progression, but it can present challenges for even the most experienced education professionals. The International Diploma in Language Teaching Management (IDLTM) gives you the management tools to succeed in a new phase of your career.

The IDLTM is offered as a partnership between three of the world’s leaders in TESOL: World Learning/SIT Graduate Institute, Cambridge ESOL, and The University of Queensland. It is a blended course, with two weeks of face-to-face instruction and seven months of online work.

The course focuses on a variety of management areas:

- Organizational management
- Managing financial resources
- Human resource management
- Marketing
- Client and customer service
- Academic management
- Two locally developed modules

Start taking control of your career and see what the IDLTM can do for you.

The IDLTM is offered at locations around the world, based on demand. For more information about the IDLTM, or program scheduling, or if you wish to organize an offering of the course at your facility, contact tesolcert@sit.edu or call +1 202 464-6586.
Teacher's Managerial Roles
TOADER, COSMINA-SIMONA; SĂMBOTIN, DANA; HURMUZACHE, TABITA CORNELIA; CRISTE, OANA RALUCA; MARTIN, SIMONA CRISTINA; DUMITRESCU, CARMEN
Agricultural Management / Lucrari Stiintifice Seria I, Management Agricol, 2014, 16, 2, 250-253, Banat University of Agricultural Sciences & Veterinary Medicine Timisoara

From Teacher to Manager: Managing Language Teaching Organizations
WHITE, RON; HOCKLEY, ANDY; van der HORST JANSEN, JULIE; LAUGHNER, MELISSA 2008, Cambridge University Press
• What do you think was missing from this lecture?

• Was there anything you were surprised to learn?

• What’s a really good “girl” name because my wife and I are having a girl and we can’t think of any names.
Thank you!

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