Job description

Function/Role:	**Language Coordinator**
Committee:	Commission of Certification (COC)
Terms	3 years
Elect/Shadow period:	6-months-shadow period
Max. years of extension:	3 years max
Tasks and responsibilities: The process:	The Language Coordinator (LC) is appointed by the COC and reports to the COC through the Supervising Examiner (SE) for responsibility of the written exam. Administers the process for the written CTA Exam and application for the oral CTA examination. The LC guarantees that the process towards the exam is performed according to the Training Manual and for all candidates the same. - Manages the incoming written exams from the language region appointed. - Checks the written exam and application files on validity and eligibility. - Finds markers for written exams and maintains the communication between candidate-language coordinator-marker. - Checks application files for the oral exam and forwards all necessary documents to the Exam Administrator (if the desired exam site is outside the language region). - Participates in the LC meetings online (2-3 times per year) and in presence every two years. - Prepares a report in advance to the every year LC Meeting, in every March, presents results of CTA exams (scores, pass/defer) and other relevant data for the SE and COC Chair.
Competencies:	PTSTA or TSTA with a good enough knowledge of English and also language of the region appointed
TA competencies and requirements:	Understands the EATA T&E handbook. Understands the role of being a member of COC and maintains boundaries.
Special requirements:	Capacity to maintain a consistent (if not continuous) mode of communication between candidates, potential markers and markers, COC, and other language coordinators. Capacity and affinity to use modern information technology (email, cloud)
Other:	Availability for candidates over the year is reasonable and realistic (especially for the appointed region).

Reviewed:

Chair COC **Christoph Seidenfus** **Date:**	**General Secretary** **Date:**	**EC Member** **Date:**