

POSITION: SUPERVISORY LANGUAGE INSTRUCTOR

BASIC FUNCTION OF POSITION

Under the general direction of the Public Affairs Officer and Assistant Public Affairs Officer, the Director of Courses (DOC) manages a tuition based English language program at the American Center (AC) that meets the needs of target audience members in support of the MRR. The goal of the AC's English Language Program (ELP) is to improve English language proficiency, teach students about American society and culture, and support broader Mission Resource Request (MRR) goals. Develops curricula that are linguistically accurate, pedagogically sound, and culturally appropriate. Assesses teacher performance and student progress, and evaluates overall program effectiveness in accordance with the policies, procedures, and guidelines established by the Public Affairs Section and the Bureau of Educational and Cultural Affairs (ECA). Conducts outreach activities to promote the American Center and market its ELP to key audiences. In collaboration with the APAO and other teachers, develops new courses to meet the needs of students. Works with other AC teachers to provide teacher training workshops or classes for Burmese Instructors of English.

MAJOR DUTIES AND RESPONSIBILITIES

Management (75%)

- Prepares annual and quarterly teaching schedules of course offerings, assigns instructors, and, working with the Registrar and other PAS staff, ensures that classes are filled.
- Works with the Registrar and other PAS staff to create brochures, signs, and newspaper ads, et al, that widely promote the American Center and its English classes.
- Works with the Registrar and other PAS staff to collect information about student interests to guide class planning and new course development.
- As needed, updates the placement test to ensure that new students are put in appropriate courses.
- Recruits and interviews applicants for teaching positions. Provides guidance to new teachers on American Center and Embassy procedures.
- Assesses and evaluates instructors. Acts as mentor to instructors, suggesting methods for improving classroom activities. Leads or participates in in-service training.
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- Assists the Public Affairs Section in identifying exceptional students and AC members to participate in Embassy events and a range of PAS program.
- Leads weekly teacher meetings and attends weekly PD section meetings.
- Advises PAO and APAO on the status of the ELP. Recommends future program direction, new courses, and activities, in order to support and expand interaction with the target audience.

Teaching: 20%

- Supports the Mission's public diplomacy goals and objectives by developing and teaching English language and/or elective courses as needed.

Outside Activity: 5%

- In accordance with PAO and APAO, designs and conducts, or assigns other instructors to design and conduct, teacher training workshops for host country English instructors. Pursues other opportunities for improving the reputation of the American Center, through presentations and off-site workshops and seminars.