

Position Announcement
Middlebury Language Schools
Middlebury, VT

Director, Jr. School of Hebrew

The Director of the Jr. School of Hebrew (JSoH) is part of a School of Hebrew community that creates an intensive four-week immersion program for high school students each summer. The immersion program will be located on a college campus in Vermont. The Language Director is a senior administrator that works in close consultation with the Director of the Institute for the Advancement of Hebrew, Middlebury School of Hebrew, and Summer Site Manager to implement the Summer Residential Academy Immersion Curriculum, guidelines, and policies. The Language Director leads a team of experienced educators and residential advisors to create a unique immersion academic program. The Language Director will report to the Director of the Institute for the Advancement of Hebrew, and the Middlebury School of Hebrew in the pre-season and collaborates with the Summer Site Manager during the program.

The appointment will begin June 26, 2015 to coincide with Middlebury's college level Hebrew School. This is a residential position during the summer which includes room and board. Candidate must pay for their travel to and from program location. Housing is not provided for family members. The position is full-time while the school is in its summer session and will include additional part-time work during the academic year.

RESPONSIBILITIES:

Pre-Season Responsibilities:

Act as the master teacher to coach teachers on the Summer Residential Academy Immersion Curriculum.

- Ensure high-quality Cultural Exploration classes are developed.

Assist in interviewing

- Provide timely interviews for language teachers and language checks for residential staff hiring utilizing methods and tools provided and working collaboratively with full-time staff.

Plan academy events

- Coordinate all plans for academy field trips and guest performers aligning with budget.
- Participate in planning orientation training sessions and delivering training in those sessions as appropriate.

Program Administration Responsibilities:

Work in close cooperation with the Director of the Institute for the Advancement of Hebrew, and the Middlebury School of Hebrew, Assistant Language Director and other site administrators to ensure success of all aspects of the academy.

- Accept leadership position in addressing academic violations utilizing appropriate interventions and strategies in a timely and effective manner.
- Communicate with parents concerning academic matters.
- Work in collaboration with site administrators to solve problems.

Provide hands-on coaching to teaching staff to implement the Immersion Curriculum

- Demonstrate refined leadership and management skills in leading daily faculty meetings and planning sessions ensuring open and participative communication is consistently present in daily meetings and with other administrators.
- Conduct frequent class observations and provide effective, meaningful feedback to faculty.

Solidify plans for and execute academy events

- Plan for, and execute academy events ensuring they are organized and implemented through excellent project management skills.

Professional Responsibilities:

- Participate in the programming.
- Work to continually maintain a high-quality summer Academy through interaction, participation and visibility throughout the program.
- Support the Language Pledge.
- Communicate professionally and effectively to parents, students and other staff.
- Provide meaningful feedback to students.
- Work with other faculty, staff, and site administrators to create a successful Academy.
- Complete evaluations, reports and other documentation in a timely manner.
- Maintain comprehensive knowledge and utilization of the Academy policies and procedures to create a safe, supportive, rewarding environment for students and staff.

POSITION QUALIFICATIONS:

Minimum Qualifications:

- Current Experienced language educators and/or administrators
- A minimum of five years of world language teaching in a high school setting.
- Mastery of target language and cultures and educator with administrative and leadership experience

Additional Qualifications:

- Well-versed in current world language pedagogy.
- Teacher training and professional development experience strongly preferred

The successful candidate must authorize a criminal background check due to responsibilities working with minors.

Please apply with a cover letter, CV and two professional recommendations at the link

<http://middlebury.peopleadmin.com/postings/10814> .