

## **Foreign Language Instructor- Spanish / French / Italian / Arabic / Chinese**

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Gain Contact Group, LLC is a U.S. based company that aims at improving target lifestyle areas by developing the knowledge, competencies, and insights of individuals and organizations. Through the delivery of its programs and services under the flagship of its three subsidiary brands: Gain Self focusing on personal development, Gain Learning providing educational counseling and placement services, and Gain Ville offering multicultural programs and global citizenship education, Gain Contact Group caters to a niche market interested in developing competence in target lifestyle areas.

### **Job Description:**

Under the oversight of the Managing Director, the Foreign Language Instructor is responsible for teaching a specific foreign language to children, youth, and adults at the elementary, intermediate, and advanced language levels. The applicant needs to have professional-level language abilities (i.e. native speaking ability) in both oral and written forms. The foreign Language Instructor needs to possess the ability, understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of children, youth, and adults enrolled at the Center.

### **Major Job Functions:**

- Participate in the design, development, and subsequent establishment of a specific foreign language curriculum at the Center.
- Supervise and coordinate the use of computer-based specific foreign language instruction and multimedia teaching aids.
- Develop an exemplary specific foreign language instructional program for children, youth, and adults while considering their special talents, individual style, and space of learning.
- Conduct regular formative and summative evaluation to assess students' learning.
- Conduct a variety of programs to help guide individual and group learning needs while integrating the use of the specific foreign language as a vehicle to promote cultural understanding and tolerance.
- Participate in the establishment of an 'open door policy', which includes class visits and classroom observations.
- Positively contribute to consultation on key Teaching Units and institutional issues.
- Attend meetings with Kidsplace Service Provider as needed.
- Assist with public relations events sponsored by Gain Contact.
- Apply advanced skills in area of specialization to solve complex problems in creative and effective ways.

### **Required Education/Skills:**

Candidate must have: a Bachelor's degree at a minimum, or a Master's in the language being taught. The applicant must demonstrate experience as an instructor of the specific foreign language including 1+ years experience instructing adults, excellent ratings as an instructor, knowledge of the specific foreign language culture and adequate background information regarding various relevant geographic, historical, ethnic origin, religion, and social fabric of the specific culture covered; a clean criminal background; ability to respond quickly to children's needs and emergency situations, proficiency in Microsoft Word for Windows and Excel; ability to communicate in cross cultural situations; and must possess good oral and written communication skills.

**Required Experience:**

Typically requires a minimum of one to two years of related experience.

**May perform one or more of the following duties:**

- Answer routine inquiries regarding specific foreign language instruction program
- Prepare periodic, standardized reports and analysis of development and educational needs.
- Work with vendors and other third party sources to coordinate educational offerings.
- All other duties as assigned.