

Official Title

Undecided

(probably Program Coordinator IV)

Working Title

Curriculum Specialist and Project Coordinator

Job Summary

Curriculum Specialist and Project Coordinator. The Portuguese Flagship Program at the University of Georgia invites applications for a one year, full-time position, with benefits, to begin August 1, 2015 or soon after. Pending funding availability and satisfactory performance, this position, housed at the Latin American and Caribbean Studies Institute, may be eligible for renewal for a second year or more. This position is funded by a grant entitled "The Language Flagship Linkages Project: Secondary Schools and Community Colleges" secured through the National Security Education Program. UGA is home to the nation's only Portuguese Flagship Program. For more information on The Language Flagship see - www.thelanguageflagship.org. For more information on the Portuguese Flagship Program see - www.portflagship.org.

The purpose of this grant is to develop Portuguese programs at the high school level in Georgia in order to create a pipeline of well-prepared students into UGA's Portuguese Flagship Program. The Curriculum Specialist/Project Coordinator will be the primary coordinator of the project, lead the development of the Portuguese language-specific curriculum framework and supporting materials, and serve as a key liaison between the project and participating state and local education agencies.

Minimum Qualifications

Refer to the Education, Experience, Licensure and Certification required section.

Preferred Qualifications

Preferred qualifications include curriculum development experience, a K-12 teaching background, and administrative organizational skills. Teacher certification is a plus.

Education, Experience, Licensure and Certification required

Minimum qualifications include a Bachelor's degree (preferred Master's degree) in second language acquisition, foreign language education, applied linguistics and/or Portuguese studies with a focus on Portuguese as a foreign language, or comparable degree. Experience with standards-based curriculum development is key.

Knowledge, Skills, Abilities

Native or near-native competency in Portuguese. Experience working in K-12 programs, particularly at the secondary level. The ideal candidate will possess a solid understanding of language proficiency standards, have familiarity with ACTFL

OPI and other language assessment tools, and be able to coordinate the efforts of both university and K-12 educators participating in this project. Experience and interest in curriculum development, based on standards, is essential.

Closing Date

Open until filled

Proposed Starting Date

8-1-2015

Salary Range

\$40,000 - \$50,000

Required Applicant Documents

Resume/Vita

Cover Letter

Optional Applicant Documents

Sample of curriculum materials developed

Location

Athens area

Special instructions to Applicants

Applicants will be asked to provide names and email addresses of three letter-writers who will receive an online link for submitting letters of references.

Duties/Responsibilities (% of time)

- 50% Curriculum development responsibilities consist of working with classroom teachers and national experts in the development of performance-based curriculum maps with learner outcomes, assessment materials, and professional training/teacher preparation workshops.
- 25% Assist with the development and enhancement of new and pre-existing K-12 Portuguese programs in Georgia, particularly at the high school level. Coordinate the articulation of well-conceived pathways for high school students learning Portuguese to enter into UGA's Portuguese Flagship Program at intermediate mid (ILR 1) to advanced low (ILR 2) levels of proficiency.
- 25% Work closely with the Linkages administrative manager, principal investigator, and other Flagship and LACSI staff, on the program and fiscal administration of the project. Oversee the dissemination and promotion of the project's multiple outcomes for interested educational agencies.