

JP LANGUAGE INSTITUTE

www.jp.li.org

200 Broadhollow Road, Suite 207, Melville, NY 11747 | hr@jp.li.org

Adjunct Instructor – Japanese

Position Category: Language Adjunct (Part – Time)

Summary:

Under the direction of the Program Director, the individual will perform some or all of the following duties:

- Teach children/teenage/adult language courses (Arabic, Mandarin Chinese, Spanish, English, Russian, German, or other language courses)
- Plan, prepare, and follow an approved course of study with measurable objectives and student outcomes for each course taught
- Instruct, manage, and supervise individuals and groups in classrooms and clinical settings using accepted, appropriate methods
- Evaluate student learning using appropriate assessment methods and Institution of Education program evaluation system
- Prepare all instructional materials (including, but not limited to, course syllabi, exams, readings, instructions, visual aids) in electronic and paper formats
- Maintain and submit accurate and current records concerning student accountability, attendance, and performance
- Effectively and accurately participate in the target language of Education accreditation process
- Engage with partner school district teachers and administrators when supervising student teachers, and field work students.
- Maintain a student-oriented approach to education
- Maintain currency and improve professionally in the content and pedagogy of courses taught
- Develop positive relationships with colleagues and local school educators and administrators
- Support collegiality
- Uphold professional and ethical standards and adhere to Institution policies and procedures
- Perform other duties as assigned.

Required Qualifications:

Graduation from a regionally accredited institution with a baccalaureate degree in the subject area to be taught or closely related area and two years K-12 teaching experience

Knowledge, Skills and Abilities:

- Knowledge of content and skills required to teach courses in bilingual education

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- Excellent communication skills and ability to relate well with students and colleagues
- Extensive and thorough knowledge of subject matter and course content of classes to be taught, including instructional and assessment strategies and techniques
- Extensive knowledge of teacher preparation and K-12 learning environments
- Knowledge of and skill in scholarly writing
- Skill in preparation of all instructional materials in both paper and electronic formats
- Knowledge of and skill in scholarly writing
- Ability to work well with people and relate effectively with students, colleagues, administration, and K-12 school personnel
- Ability and willingness to follow written and oral procedures and instructions

Preferred Qualifications:

Highly Preferred: Native or near native on target language(s)

Current professional teaching license / certifications

Successful k12 levels teach experiences in bilingual education program.

Graduation from a regionally accredited institution with a BA /master's degree in the subject area to be taught or a closely related area and two years K-12 teaching experience.

Physical Requirements:

- Highly motivated and willing to learn
- Passionate about education.
- Bilingual highly preferred in Arabic, Mandarin Chinese, Japanese, Spanish, or other languages.

JPLI will also provide a generous weekly stipend to cover the expensive.

Please note that a background check will be conducted prior to start date.

Visit our website and learn more about us! www.jp.li.org

If interested, please email your resume and cover letter to hr@jp.li.org. Thank you!

Open Until Filled:

Special Instructions to Applicant:

JP Language Institute is an Affirmative Action/Equal Opportunity/ Equal Access Employer and committed to fostering a diverse workforce. As an inclusive community, we actively seek diversity among our applicants for this position. Candidates who can contribute to that goal are particularly encouraged to apply.

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ABOUT JPLI

JP Language Institute, an internationally recognized educational institution, New York State certified by New York State and the federal government. It was founded in 2013 by a group of linguistics professionals from various colleges and universities in the New York area. JPLI offers Arabic, Chinese, English, French, German, Hebrew, Italian, Japanese, Korean, Russian, Spanish and Yiddish. Another service is prompt and professional document translations.