

JP Language Institute
www.jp.li.org
Language Instructor Position Description

Work Schedule: Part - Time

Salary: Depends on experiences and qualifications

Location: Suffolk + Nassau, Long Island New York

The JP Language Institute is hiring qualified and experienced Language Instructors of **Arabic, Chinese/Mandarin, Italian, Japanese and Russian** to work in the Long Island area.

Essential Functions:

- Teaching a full range of day and/or evening and/or weekend academic courses in the Linguistics Department;
- Working collaboratively as a department member initiating, designing, and implementing new projects;
- Developing and assessing curriculum, student learning outcomes and improve student learning;
- Participating in department, division, and institution activities;
- Maintaining currency in the discipline and otherwise fulfilling the duties and responsibilities of instructional staff as required by Administrative Regulation; and
- Assisting in the advancement of the institution's vitality and growth.

Desirable Qualifications:

- Teaching experience with adult/youth/children, and international students at the college level;
- Teaching experience both face-to-face and/or online;
- Knowledge and awareness of current theories of second language acquisition and teaching methodology;
- Teaching experience in introductory Linguistics courses;
- Ability to interpret of data to make informed program decisions;
- Experience with non-credit classes, programs, and policies;
- Experience utilizing instructional technology;
- Experience in the development and/or teaching of career and/or content-based courses;
- Extent and experience working with students of various cultural backgrounds;
- Extent of knowledge and sensitivity to other cultures and languages other than English;
- Demonstrated ability to communicate effectively with students and staff; and
- Knowledge of institution missions and goals.

Minimum requirements: Candidates should have

a Bachelor's in foreign language, linguistics or a related field; native-like fluency in the language; 2-5 years of teaching experience;

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demonstrated knowledge of the respective area's history, culture, politics and economy; and the ability to use the latest technology and teaching techniques.

Also desired is experience in teaching language skills to adult /Young/Children learners, taking them from beginner level to professional proficiency in an intensive setting; highly desired is experience living/working and/or study abroad.

As part of the screening and interview process, applicants will be required to take language proficiency tests in their native language.

Advanced English proficiency is also required.

In addition to base salary Language Instructors earn annual "bonus" pay ranging with the amount based on the language and their language proficiency. Language Instructors who speak multiple foreign languages may also qualify for additional bonuses in varying amounts.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

APPLICATION INFORMATION

Contact: hr@jp.li.org

Online form: <http://www.jp.li.org/employment-application-form.html>