

STARTALK ASSISTANT PROGRAM DIRECTOR

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Temporary position for Summer STARTALK Arabic & Turkish Foreign Language Program. Assists the Program Director in coordinating and supervising every component of the STARTALK summer language program.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in designing the curriculum, ordering materials, selecting and training staff, communicating with parents, and running the day to day operations of the program.
- Responsible for attending pre and post program meetings.
- Must be on-site for all program preparation, training, and instructional days.
- Other duties as assigned by the Program Director or Foreign Language Supervisor.
- Maintains and upholds School policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of foreign language standards and experience learning a second language is required. ESL or Foreign Language endorsement (any language) preferred. Must have excellent written and oral communication skills.

EDUCATION AND EXPERIENCE:

ESL or Foreign Language endorsement preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.