

The International Institute in Spain
Miguel Ángel, 8
28010 Madrid, Spain

Director of English Program

The International Institute in Spain, a Massachusetts non-profit corporation, is seeking candidates who enjoy the challenge of educational innovation and who have a spirit of entrepreneurship for a full-time position as Director of its North American English Program in Madrid. The English Program offers courses that transmit North American language and culture to students ranging from children through college and post-graduate levels. The Director is responsible for the appointment and evaluation of teachers, the curriculum at all levels, and the budget. The Director serves as the public face of the Program and works to expand its student base, promoting our state-of-the-art learning environment. The Director teaches at least one course per trimester. Candidates should have a Master's degree or Ph.D. in a field related to this work, proven excellence in language teaching, familiarity with digital learning platforms such as Blackboard, and demonstrated interest in pedagogy and curriculum design. Candidates must have a broad background in American culture. At least three years of administrative experience with responsibility for appointments, curricular decisions, and budget preparation are required. The initial appointment will be for one year as Acting Director with possibility of renewal. Candidates should have strong spoken and written Spanish.

Applicants should submit by email a letter of application, CV, and two letters of recommendation no later than January 15, 2016. Application materials should be sent to: ije1892@gmail.com Preference will be given to candidates whose applications are received by January 8, 2016. Any inquiries should be directed to: Stephen Ault, Executive Liaison to the Board of Directors (s.ault@rcn.com).

The International Institute is an equal opportunity employer and welcomes applications from women and members of minority groups.