Please review the information below carefully before applying for the IUHPFL Instructor position.

Instructors’ daily tasks onsite include:

- Teach the same course to three different groups of students daily. Possible courses offered are communication, culture, grammar, linguistics, phonetics or literature. Each instructor is also expected to lead a phonetics course or support group daily. Each instructor must develop his/her own course materials and will be asked to submit them electronically to the IUHPFL Office in early spring.
- Lead an afternoon activity of choir or theater three days a week and sports once a week.
- Serve in one of four roles of administering the IUHPFL abroad: student coordinator, financial coordinator, logistics coordinator or public relations coordinator. Read more about these roles in the IUHPFL Staff Guidelines.
- Accompany students on several excursions to regional sites.
- Liaise with host families, onsite coordinators and personnel abroad. Communicate daily with IUHPFL office in Bloomington and U.S. parents. Implement action plans to engage students in the classroom, assimilate to their host families abroad, administer Program evaluations, carry out crisis management, etc.

The starting salary for IUHPFL instructors is $3,000-3,800 depending on the length of the program. The program covers transportation (international transportation to and from the destination abroad, U.S. domestic travel to and from airport of international departure up to $200, as well as transportation for program-related activities onsite), lodging, and most meals. Salary does not include personal expenses, travel expenses related to travel deviations to and from the destination abroad, luggage on flights, domestic travel over $200 or personal travel during the Program.

Eligibility to Teach for the IUHPFL

Consider application to the IUHPFL if you:

- Are a graduate student or a core (not visiting) non-tenure-track faculty member (Lecturer) on Indiana University's Bloomington (IUB) campus, or you are an experienced middle school or high school teacher in the state of Indiana. Preference will be given to IUB graduate students and core non-tenure-track faculty who plan to continue their career at IUB.
- Understand that any NTT faculty member with a visa must be able to re-enter the United States after the end of the IUHPFL and before the expiration date of his/her current visa.
- Can commit your time to extensive pre-departure preparation (a series of all-day weekend workshops, team meetings, etc.) before going abroad, including the IUHPFL Orientation for students and parents, which will occur on a Saturday or Sunday in April or May.
- Can demonstrate excellence in teaching.
- Are highly proficient in the target language.
- Consider yourself an excellent colleague to others, and possess the flexibility, patience, and open-mindedness to work closely and harmoniously with a team of two or three other instructors.
- Can handle stress well, can juggle several roles at once (i.e. instructor, administrator, mentor, counselor, etc.) and can manage a schedule that requires attention to student needs during off-hours.
- Have the desire to work with high school students.

It is most advantageous for the IUHPFL and instructors alike to consider teaching for the Program for more than one summer. However, appointments to teach for the IUHPFL are guaranteed for one year only. Re-appointment as an instructor is dependent upon overall job performance and need.
Materials Required to Submit for Application
1. Up-to-date résumé including three references, one of which should be your current supervisor. See more information on references below.
2. Cover letter in English that:
   ⇒ outlines your relevant teaching experience and how it will make you a valuable instructor for the Program
   ⇒ outlines how serving as an instructor in the IUHPFL will contribute to your overall professional goals
   ⇒ indicates a solid understanding of the structure of the IUHPFL and its expectations of you as a teacher, colleague and mentor
3. If you are not a graduate student or a core (not visiting) non-tenure-track faculty member (Lecturer) on Indiana University Bloomington’s campus, you will need to submit a DVD with a recording of you teaching one of your class periods.
4. Résumé and cover letter should be addressed to Loni Dishong, Managing Director, IUHPFL, and submitted to iuhpfl@iu.edu by October 3, 2014. After initial contact, potential interviews and class visits will be arranged. Additional application materials may be required.
5. You are responsible for directing your three references to the IUHPFL instructor reference template. References are asked to complete the form (in lieu of a letter) and e-mail it to ldishong@indiana.edu by October 31, 2014. Prospective instructors are responsible for following up with references to ensure they have been submitted by the deadline.

Final decisions regarding IUHPFL staffing for 2015 will be made by the end of the fall semester (mid-December) so that instructors may begin to compile their course materials over winter break.

Additional Information for Potential Program Instructors
⇒ As a potential instructor for the Program, you should be familiar with the following:
   ◦ IUHPFL website, including the Honor Code
   ◦ IUHPFL Staff Guidelines
   ◦ IUHPFL Pre-Departure Handbook, which all students, parents and instructors receive at the Orientation in the spring
⇒ Interested IUHPFL instructors are encouraged to dialogue with former and veteran IUHPFL instructors to understand the time commitment, effort and energy level required of them as a Program instructor during the pre-departure process, while onsite and post-Program.
⇒ Interested IUHPFL instructors are encouraged to disclose their search for other employment opportunities that may compete with the IUHPFL to the Managing Director upon application.
⇒ Often more instructors apply to teach for the IUHPFL than there are positions open. Consequently, some applicants may be placed on a waitlist. Waitlisted applicants will be expected to attend training sessions so as to be prepared to fill an open slot at any point in the pre-departure process.
⇒ Upon accepting their appointment for the IUHPFL, instructors will be asked to:
   ◦ cease applications for other spring/summer positions that would prevent an appointee from meeting his/her obligation as an IUHPFL instructor
   ◦ disclose any pending applications that the appointee does not plan to withdraw, or anything else pertaining to the appointee’s career plans through the fall of 2015 that might affect availability or eligibility
   ◦ advise the IUHPFL immediately of any change in career plans between accepting his/her appointment and the beginning date of his/her Program
⇒ As part of their appointment, IUHPFL instructors will be required to evaluate 10 dossiers from prospective IUHPFL applicants over the winter break. Instructors can review additional dossiers and be compensated at a rate of $15 per dossier.