Instructor Job Description

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

Instructors’ daily tasks onsite include:

- Teach the same course to two or three different groups of students daily. IUHPFL course subjects are: Culture, Grammar, Linguistics/Phonetics, Literature, and Communication. Each instructor must develop his/her own course materials and will be asked to submit them in digital format to the IUHPFL Office in March for printing.
- Facilitate or lead Afternoon Activities in sports, choir, theater, dance and/or art.
- Accompany students on several excursions to regional sites.
- Facilitate a weekly Support & Success Group for a small number of students in order to help them acclimate to their surroundings, practice their conversation skills in the language, set personal and academic goals, and celebrate their successes.
- Serve in one of four Coordinator Roles to help administer IUHPFL abroad: Student Coordinator, Financial Coordinator, Logistics Coordinator or Public Relations Coordinator. Instructors learn about these roles during the interview and hiring process and can read about them in the Instructor Handbook.
- Work with Onsite Coordinators in host cities to carry out the program calendar and collaborate with host families.
- Communicate with the IUHPFL Office in Bloomington through weekly reports, emails, and Skype in order to relay updates and progress, effectuate crisis management, etc.

Instructor Salary and Compensation
The starting salary for IUHPFL instructors is approximately $3,600. The program covers international transportation to and from the host country, US domestic travel from permanent resident to the international airport, and all program-related transportation onsite), lodging, and most meals. Compensation does not include personal expenses or personal travel before, during, or after the program.

Eligibility to Teach for IUHPFL
Consider applying if you:

- Have the desire to work with high school students.
- Are currently a graduate student or a lecturer (non-tenure-track faculty member) on the Indiana University Bloomington (IUB) campus or you are currently an experienced Indiana high school teacher, specializing in one or more of the program’s target languages.
- Understand that any NTT faculty member with a visa must be able to re-enter the United States after the end of the program and before the expiration date of his/her current visa.
- Can commit your time to extensive pre-departure preparation before going abroad, including 4 all-day training and orientation sessions on Sundays in January, February, March and April.
- 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, as well as Onsite Coordinators and host families.
- Can handle stress well, can juggle several roles at once (i.e. instructor, administrator, mentor, guide, etc.) and can manage a schedule that requires attention to student needs during off-hours.
Application Process and Materials

- Visit the Employment Opportunities page on our website.
- Prepare an up-to-date résumé including two professional references, one of which should be your current supervisor. See more information on references below.
- Include a cover letter in English that:
  * outlines your relevant teaching experience and how it will make you a valuable instructor for the program
  * describes how participating as an instructor will contribute to your overall professional goals
  * indicates a solid understanding of the structure of IUHPFL and its expectations of you as an instructor, colleague and mentor.

- **By October 1st, 2019**, your résumé and cover letter should be sent to Loni Dishong, Managing Director, IUHPFL, at ldishong@indiana.edu.
- Once application materials are received, interviews and classroom observations will be arranged. If it is not possible for our staff to observe your teaching, you will be asked to submit a video clip from one of your recent class periods. If you are a graduate student at IUB and are currently not teaching, your resume and professional references must indicate outstanding teaching experience.

- **By October 15th, 2019**, two professional references must complete the online Reference Form found via the Employment Opportunities webpage (in lieu of a reference letter). Prospective instructors are responsible for following up with references to ensure they have been submitted by the deadline.

**Final decisions regarding IUHPFL instructor teams for 2020 will be announced in early December in time for selected instructors to help screen student applications during 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 Instructor Handbook
  * IUHPFL Student Handbook which all students, parents and instructors receive at the Student-Guardian Orientation in April

- Interested instructors are encouraged to dialogue with previous IUHPFL instructors to understand the time commitment, effort and energy level required during the pre-departure process, while onsite, and post-program.

- Interested instructors are expected to disclose other events or opportunities that might prohibit them from fully committing to IUHPFL in their cover letters.

- Sometimes there are more applicants than there are open instructor positions, in which case some applicants might be asked to act as alternate instructors. Alternates do not have to attend Instructor Training sessions or Student-Guardian Orientation, but they should read all program-related materials thoroughly and keep in touch with the Office regarding their ability should they be needed.

- Upon accepting their appointment to 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 anything pertaining to the appointee’s career plans, including those beyond the IUHPFL summer programs, that might affect availability or eligibility
  * Ensure that their personal passport and visa requirements are met in accordance to the mandates for their assigned host countries

- As part of their appointment, IUHPFL instructors will be asked to screen approximately 10 dossiers of prospective IUHPFL participants over Winter Break.

*It is typically advantageous to IUHPFL and instructors alike, when instructors are able to teach for the program during multiple summers. However, IUHPFL instructor agreements are only valid for one program cycle. Re-appointment as an instructor is contingent upon overall job performance and student enrollment.*

Thank you for your interest in IUHPFL! We look forward to talking with you in the future!