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Curriculum Specialist

Description

Global Language Center (GLC) is a Woman Owned small business providing a wide array of professional language services to the US Government and commercial clients worldwide. Founded in 1996, GLC has grown because of our superb performance, care of employees, and in-depth language expertise. We offer several language services customized to our clients' organizational or individual needs covering over 60 different languages and dialects such as foreign language instruction and cultural awareness training to a wide range of Government employees.

GLC has been working with the State Department for the last 12 years providing foreign language training for new and continuing Foreign Service Officers, Diplomats and Ambassadors. During this time, we have increased our full-time staff to over 240 instructors, curriculum developers, testers, distance learning mentors, and management and support staff.

GLC is currently accepting resumes for a Curriculum Specialist Position to work on a government contract.

Duties:

With minimal direction and maximum coordination from the COR, ACOR, or GTM, lead groups in the development of language training materials or SLS-relevant reference materials and/or in the development of SLS-relevant instructional research and development following the SLS model.

With minimal direction and maximum coordination from the COR, ACOR, or GTM, manage the development and implementation of new specialized language training programs for domestic and overseas use. Assist other language professionals, in a mentoring role, by, among other things, developing models that reflect "best practices" experience in Washington and around the world. Actively encourage the wider use of innovative training models, e.g., distance learning, multimedia learning systems, guided self-study, coaching, exploiting a local language environment, and tutoring.

With minimal direction and maximum coordination from the COR, ACOR, or GTM, lead groups in the development of SLS-relevant staff training projects or undertake training development on own, including, but not limited to, design and execution of workshops for SLS staff. Training projects may involve coaching, mentoring or classroom observation as required.

With minimal direction and maximum coordination from the COR, ACOR, or GTM, collaborate with the Division of Curriculum, Student and Staff Development to draft all required documents in the curriculum development project approval process, and provide status updates on approved projects as directed.

Required Qualifications:

Hiring organization

Global Language Center

Employment Type

Full-time

Job Location

Arlington, VA

Date posted

April 21, 2021

A minimum of three (3) years of experience developing courses for adult learners of foreign languages.

BA/BS, MA/MS, or Ph.D., or foreign equivalent degree in a relevant language education fields such as Corpus Linguistics Training, Second Language Acquisition, Linguistics, and/or Instructional Design with demonstrated expertise through experience or publications in instructional design and/or curriculum development methodologies in language education.

Preferred Qualifications:

Experience incorporating a variety of educational technology in instructional materials preferred.

Experience designing materials for proficiency-based instruction preferred.

Experience designing task-based language learning materials valued.

Experience designing vocabulary-based language learning materials valued.

Experience designing courses utilizing blended learning models valued.

Experience integrating social media applications for educational purposes valued.

Experience designing and delivering training targeted to needs of diplomatic community valued.