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Spanish Language Tester

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.

Global Language Center (GLC) proudly provides talented staff to support the Department of State's Foreign Service Institute (FSI) providing highly-quality testers for the School of Language Studies. Interested applicants submit your most upload your most updated resume.

Spanish Language Tester (LT)

Duties:

- Serve as Tester for language proficiency examinations, interacting with the examinee in the Tester's native language or a language in which the Tester has near-native proficiency. Proficiency tests may be face-to-face or by digital video conference or another technology-based medium (such as telephone, recorded audio, recorded video). The FSI language proficiency test rates the examinee's skills in reading and speaking. The Tester provides information to an Examiner about the examinee's performance on various parts of the test and about the content of the texts used in the test and assists with the selection and/or preparation of reading test materials.
- Duties of the Tester are defined by documentation in the LTU (provided post-award). FSI/SLS/LTU provides all training required for attaining FSI Tester certification. The Tester and Examiner training process takes approximately one year to complete and includes introductory training, approximately 25 hours of review classes and mentoring meetings with a Testing Mentor, a written assessment on testing processes, observations of official exams, conducting mock practice exams, and conducting official exams observed by the Testing Mentor or LTU Head of Training.
- Must be certified as a Tester by FSI LTU within the first 4 months of start date.
- After being certified as a Tester, must be certified as an Examiner by FSI LTU within the first year of start date.
- May participate in the creation and piloting of new materials and tasks to be used in language testing.
- May participate in the production of audio or video materials for use in conjunction with LTU testing training.
- May conduct test reviews following procedures defined by documentation in the LTU's Standard Operating Procedures (SOPs).
- May participate in quality assurance activities, such as third rating or blind rescoring of recorded tests.
- May be requested to conduct end of training tests at one of FSI's field schools overseas. Contractors will be compensated at their normal hourly rate for hours

Hiring organization

Global Language Center

Employment Type

Full-time

Date posted

April 13, 2022

worked during normal daily working hours for the time zones in which the work is completed and will additionally receive compensation as outlined in the Travel Section.

- Collaborate with COR, ACOR, GTM and/or others, to lead the reviewing and editing of foreign language and/or English in testing materials.
- Adhere to all copyright guidelines and restrictions and follow FSI and SLS procedures regarding copyright.
- Adhere to all guidelines and follow all procedures regarding testing material security and safeguarding test score data.

Required Qualifications:

- English proficiency of S-3 or higher (ILR scale) in speaking documented and certified through an approved third-party vendor listed on documentation provided by FSI/SLS/LTU provided prior to an in-person screening. If documentation of English level is not provided, the Language Testing Unit will conduct language screening to determine if the candidate meets general professional proficiency.
- Native language proficiency of S-4 or higher (ILR scale) in speaking documented and certified through an approved third-party vendor listed on documentation provided by FSI/SLS/LTU provided prior to an in-person screening. If documentation of native language level is not provided, the Language Testing Unit will conduct language screening to determine if the candidate meets advanced professional proficiency.
- Knowledge of basic computer skills: e.g., email, Microsoft Office Suite and familiarity with online meeting software (Zoom, Skype, MS Teams, Webex), etc.

Preferred Qualifications:

- Experience conducting proficiency-based tests (e.g., DLAB, ACTFL OPI) in one or more foreign languages tested at FSI.
- BA/BS, MA/MS or PhD in language testing, evaluation and measurement, educational assessment, applied linguistics, second language acquisition or related field.
- Experience in designing and/or selecting testing materials.
- Experience with online delivery systems used to administer proficiency-based exams.