



## 2021-22 Virtual NSLI-Y Language Teacher, Remote

**FLSA STATUS: NON-EXEMPT**

### **POSITION SUMMARY**

The U.S. Department of State's National Security Language Initiative for Youth (NSLI-Y) is a part of a multi-agency U.S. government initiative launched in 2006 to promote critical language learning among American youth.

American Councils seeks experienced virtual teachers to provide language instruction for the following languages: Arabic, Chinese (Mandarin), Hindi, Korean, Russian, and Turkish.

Virtual NSLI-Y will operate in the spirit of the long-standing NSLI-Y Program Goals outlined below:

- To improve the ability of Americans to engage with the people of Arabic, Chinese (Mandarin), Hindi, Korean, Russian, and Turkish-speaking countries through shared language
- To develop a cadre of Americans with advanced linguistic skills and related cultural understanding who are able to use their linguistic and cultural skills to advance international dialogue, compete effectively in the global economy, and promote mutual understanding
- To provide a tangible incentive for the learning and use of foreign language by creating overseas language study opportunities for U.S. high school students
- To spark a lifetime interest in foreign languages and cultures among American youth

Based in any location, the Virtual NSLI-Y Teacher will conduct live virtual language and cultural instruction for a cohort of students located across the U.S. in a "digital classroom". Classes will take place via videoconferencing and asynchronous work will be conducted via specific online platform. Virtual NSLI-Y 2021-2022 includes two program cycles, Fall 2021 and Winter 2022. Teachers may apply to teach for Fall 2021 only or both Fall 2021 and Winter 2022 at this time.

The selected candidate(s) will be hired to remotely teach one or more cohorts of Novice level Arabic, Chinese (Mandarin), Hindi, Korean, Russian, or Turkish to U.S. high school students for a short-term appointment of approximately 18 weeks (including training, preparatory, class, and evaluation hours) in Fall 2021 (September – November 2021 class dates) and/or Winter 2022 (January – March 2022 class dates) with an employment **start date as early as August 4, 2021**. *The application opens in May and the deadline is June 24, but earlier application submissions are encouraged.*

Classes will meet two times per week for 90 minutes per meeting, between the weeks of September 13 – November 15 and the weeks of January 10 – March 14. Classes will be scheduled according to one of four options:

1. Monday, Wednesday: 6:30 – 8:00 PM Eastern Time
2. Tuesday, Thursday: 7:00 – 8:30 PM Eastern Time
3. Wednesday: 6:30-8:00 PM Eastern Time; Saturday: 10:30 AM – 12:00 PM Eastern Time
4. Thursday, Sunday: 7:00 – 8:30 PM Eastern Time



All lessons will be conducted virtually via online videoconferencing platform. *\*Virtual NSLI-Y classes do not take place on U.S. federal holidays so class dates that fall on holidays will be rearranged accordingly, if needed.\**

Teachers must have: a quiet space to conduct class, computer, webcam, headset (headphones + microphone combination), and reliable internet connection. The virtual language teacher position is an exciting teaching opportunity for foreign language teachers who wish to expand their proficiency in/mastery of digital learning environments.

The person(s) hired to this position will work on a short-term (10 weeks) basis teaching a novice level target language class to approx. 10 high school students through a virtual platform. Hired teachers will design curriculum as follows:

- Novice level content appropriate for 15-18 year-old U.S. high school students
- 30 contact hours of instruction & homework/assignments/projects for 30 out of class hours
- 70-80% of course dedicated to language learning
- 20-30% of course dedicated to cultural learning of countries/cultures where target language is spoken, integrated with language instruction. Lesson Objectives for each class meeting (include relevant ACTFL Can-Do Statements & Asia Society Global Competency statements)
- Four featured guest presentations that support cultural learning objectives and complement language learning content (30-minute presentations are part of the total # of contact hours)

## **POSITION RESPONSIBILITIES**

- Participate in mandatory trainings/orientations prior to start of classes
- Develop 3 hours of pre-program preparation for students
- Develop a 10-week, 30 hour language & culture program for beginning instruction in Arabic, Chinese (Mandarin), Hindi, Korean, Russian, or Turkish for students to reach Novice Low (ACTFL) and develop increased long-term interest and engagement with foreign languages and cultures (using 5 Cs of [ACTFL World Readiness Standards](#): Communities, Communication, Cultures, Comparisons, and Connections, [Asia Society's Four Domains of Global Competence](#), and templates & policies provided by Virtual NSLI-Y Administration)
- Implement a test session in the week prior to the first scheduled class to introduce students to one another, the syllabus, and the technology platforms
- Implement virtual lessons for classes of approximately 10 high school students via videoconferencing (platform assigned by American Councils), 2 times/week for 90 minutes each meeting
- Conduct classes in target language at least 80% of the time
- Prepare, conduct, and provide graded feedback on language learning content. Class activities might include:
  - worksheets,
  - tests,
  - scenarios,
  - videos,
  - final projects, and more as would be done in a "traditional" classroom in consultation with provided Virtual NSLI-Y resources/activities list
- Assign homework/practice/follow-up activities at the end of each class meeting
- Prepare, conduct, and provide graded feedback on cultural learning content

- Include authentic materials, and asynchronous and synchronous content to address cultural learning,
- Include synchronous cultural content for 20-30% of contact hours that may include:
  - Peer tutors (optional, based in a country where with the target language is spoken outside of the United States)
  - Featured guests who speak the target language and can comment on cultural elements **\*required\***, (a small honorarium for guests who meet requirements may be available)  
Examples include:
    - NSLI-Y alumni;
    - Former host families;
    - Cultural experts who could provide demonstrations in traditional arts, calligraphy, cooking, etc.
    - Professionals or scholars from the U.S. or abroad that engage with culture in the arts, business, academia, foreign relations, NGOs, etc.
    - Guided virtual cultural site tours
- Participate in mandatory group teacher check-ins at Week 3, Week 6, and Week 11 (post-program) with supervisor and incorporate feedback into practice
- Use collaborative teacher group to form a community of practice to share questions, challenges, and ideas amongst teachers
- Provide written, summary feedback to students on their progress at regular intervals, including mid-program and end of program at minimum
- Conduct the post-program assessments designed by Virtual NSLI-Y Admin
- Provide Virtual NSLI-Y Admin and students with record of attendance, assignment grades, and final grade (100 point scale and letter grade assignment, grade template will be provided)
- Complete biweekly or monthly timesheet as instructed by Virtual NSLI-Y Admin to ensure on-time and correct submissions

### **Maximum number of work hours per program: 90**

- Pre-program trainings/orientations: 3 hours
- Teacher check-ins: 3 hours
- Instruction: 30 hours
- Planning, grading, and office hours: 50 hours
- Program assessment: 4 hours

### **QUALIFICATIONS**

- Bachelor's degree;
- At least four years (or the equivalent) of experience teaching the target language as a second language at a secondary school or higher education institution;
- Demonstrated professional experience teaching in an interactive/student-centric manner, experience in virtual/digital environments is highly preferred;
- Demonstrated understanding of language learning pedagogy;
- Strong interpersonal and cross-cultural communication skills;
- Some command of written and spoken English;
- Access to stable high-speed internet and necessary audio and video equipment;
- Ability to meet scheduling requirements;



- Ability to meet criminal background check standards (required for U.S. based teachers, encouraged for overseas teachers if legal and feasible in their country of residence); and
- Submission of complete application package (please see Application Checklist below)

### **ADDITIONAL INFORMATION ABOUT THE POSITION**

Although this is a not a full-time permanent appointment, Virtual NSLI-Y teachers based in the U.S. are considered employees of American Councils for International Education and therefore, are subject to and must meet employee policies and guidelines.

### **APPLICATION MATERIALS CHECKLIST:**

In order to be considered for the language teacher position with the Virtual NSLI-Y 2021-2022 program you must:

- Upload a resume written in English that is no more than two pages long;
- Upload a cover letter;
- Upload relevant transcript(s)/teaching certifications;
- Respond to all application short-answer questions and;
- Provide an e-signature to the Application Certification Statement
- ***\*If selected for an interview:***
  - You will be invited to a one hour Zoom videoconference meeting
    - Please be prepared to discuss and answer questions about your proposal for 1)Weekly topics and 2)Cultural activities & guest presenters for a 10-week novice level Virtual NSLI-Y course. Example materials, slides, final projects, etc. may also be discussed/demonstrated if desired.

Specific questions from serious candidates can be addressed to Sarah Hansen, Program Officer  
– [shansen@americancouncils.org](mailto:shansen@americancouncils.org).

### **TO APPLY**

Select this link and follow the prompts:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=29969&clientkey=58AA089E0E2C786B7FE4217373F3BCBD>

### **EQUAL EMPLOYMENT OPPORTUNITY**

American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

### **PAY TRANSPARENCY NONDISCRIMINATION PROVISION**



The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.