

## **Summer 2024 Employment Opportunity**

### **Director Governor's World Language Academy All Academies**

#### **Job Description**

A director of a Governor's World Language Academy will:

- conduct professional development sessions for teachers and resident assistants as needed;
- provide leadership for the staff and students who participate in the Academy;
- assume responsibility for the well-being and discipline of the students and staff of the Academy during their time in the program and make necessary referrals to the program coordinator for disciplinary issues;
- identify and select qualified faculty members for the three-week summer residential program;
- identify and select mature student resident advisors to assist with student supervision in the dormitories and to coordinate cocurricular activities;
- assign responsibilities appropriately to staff members of the Academy;
- assist in the organization of pre-Academy activities such as a staff meeting to develop the program and activities;
- direct the development of the curriculum and activities for the Academy;
- develop pre-Academy packets to be sent to participants;
- attend meetings of Academy directors and program coordinator to be held by the Virginia Department of Education (VDOE);
- work closely with the VDOE and the program coordinator of the host site throughout the Academy on matters related to program, finance, student discipline, etc.;
- arrive at the host site several days prior to the opening to prepare for the Academy and to supervise the lead staff;
- remain on site after the closing of the Academy until all check-out processes designated by the program coordinator have been completed;
- serve as the main contact for the Academy during the three-week summer program;
- lead Academy staff meetings to ensure communication and adequate planning during the program;
- maintain detailed financial records as required by the program coordinator and the VDOE;
- settle financial accounts and other issues at the close of the Academy with the program coordinator and host site;
- work with the program coordinator on events related to the Global Village philosophy, if applicable; and
- perform other duties and responsibilities necessary for the successful operation of the Academy.

## **Qualifications**

The ideal candidate will have:

- native or near-native proficiency in the World language of the Academy;
- excellent communication skills in English;
- successful experience in instructing and motivating advanced language students;
- experience in providing leadership to both students and staff;
- experience in providing a variety of activities for students;
- experience in or strong familiarity with immersion teaching;
- knowledge of proficiency levels and state standards of learning;
- a strong ability to implement and follow-up on directives with limited supervision;
- excellent organizational ability;
- an ability to evaluate the effectiveness of curricula, daily schedules, and teaching strategies;
- a willingness to adopt changes and revise program structure to meet Academy goals;
- a strong ability to work with a team; and
- unlimited energy and enthusiasm.

The ability to pass a criminal background check is required for employment.

## **Compensation**

The salaries for the directors of the 2024 Governor’s World Language Academies vary depending on the length of the program and the responsibilities associated with the position. Salary amounts are dependent on funding from the General Assembly. As this is a residential program, on-campus lodging and all meals will also be provided. Contact the program coordinator for additional salary information.

## **Information and Applications**

General information about the program is available online at [http://www.doe.virginia.gov/instruction/World\\_language/language\\_academies/index.shtml](http://www.doe.virginia.gov/instruction/World_language/language_academies/index.shtml). If you have further questions, please contact Dr. Lisa Harris, Specialist for World Languages, Virginia Department of Education, at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or (804) 225-3666.

The location and anticipated dates of the Academies are listed below. All information is tentative and subject to available funding. All staff members are expected to arrive several days prior to the opening ceremonies.

Governor’s Japanese Academy Governor’s Latin Academy	June 23-July 14, 2024	Randolph-Macon College Ashland
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## **Directions for submitting applications**

**Send the completed application cover sheet and supporting documents to the appropriate coordinator listed below:**

- Submission as an attached PDF formatted file by email is required.
- Current, signed and dated reference letters should be sent directly to the program coordinator by the issuing person.
- Review of applications will begin on Friday, December 1, 2023.

### **Japanese, Latin**

Dr. Bartolo Natoli, Program Coordinator  
Governor's World Language Academies  
Department of Classics  
Randolph-Macon College  
P.O. Box 5005  
Ashland, VA 23005-5505

- Email for **Japanese** and **Latin** Applications: [bartolonatoli@rmc.edu](mailto:bartolonatoli@rmc.edu)

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Deputy Superintendent – Finance and Operations  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120  
(804) 225-2025

For further information on Federal nondiscrimination regulations, contact the Office of Civil Rights at [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) or call 1 (800) 421-3481.

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