

Job Title	LANGUAGE PROGRAM DIRECTOR
Employer/ Agency	CHINESE COMMUNITY CENTER
Job Description	<p>POSITION SUMMARY:</p> <p>The Language Program Director oversees key programs of the department, including planning, developing and coordinating programs with other agencies; providing supervision and leadership to the overall program and staff members; and ensuring financial health for the department by administering the program budget. The CCC language and culture program includes adult ESL and citizenship classes, Chinese language and culture programs for pre-K to 12th graders and adult Chinese programs. During the summer, CCC's Chinese in Action cultural immersion program offers a day camp with enriched language and cultural activities.</p> <p>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:</p> <p>Program Management & Sustainability</p> <ul style="list-style-type: none">• Oversee operation of adult ESL & Chinese language and cultural programs• Oversee teaching curriculum and teaching standards.• Coordinate teaching schedules and assess instructional effectiveness.• Manage program budget and assist with grant proposals and prepare program reports.• Incorporate instructional technology to improve learning outcome.• Design and implement new programs, courses and activities to meet student needs. <p>Personnel Management</p> <ul style="list-style-type: none">• Responsible for overall supervision of staff.• Responsible for recruitment, hiring, placement, new hire orientation and annual evaluation of staff.• Provide training resources for teachers' professional growth.• Support staff in developing their Professional Development Plans, encourage and nourish their innovation and ownership of program outcomes.• Facilitate team meeting on monthly schedule to review program/outcome progress and address any program relevant issues <p>Partnerships and Collaborations</p> <ul style="list-style-type: none">• Attend all trainings and meetings as required by the funding sources.• Engage with foreign language organizations and provide up-to-date information to the school.• Partner with the media to promote language & culture programs to the community.• Collaborate with other programs within CCC to offer comprehensive services to students and families.

	<p>Outcomes and Evaluation</p> <ul style="list-style-type: none"> • Prepare monthly and annual reports for all funding sources. • Maintain and update Chinese School curriculum. • Create and maintain program brochures and information on website on a regular basis. • Be active in the community to gain exposure for CCC and its programs.
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor Degree in Education, or related field. • 5 years of experience managing educational projects. • Proficient computer skills, including demonstrated experience with MS Office. • Chinese/English bilingual required. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Master Degree in Education or related field. • 2-3 year teaching experience with the program target population • Knowledge in foreign language teaching methodology and instructional technologies.
Salary/Hours	<p>\$40,000+ 40 hours/week</p>
Employer/Agency	CHINESE COMMUNITY CENTER
Address	9800 TOWN PARK DRIVE
City, State, Zip	HOUSTON, TX, 77036
Contact Person	MARTA RAMOS
Contact Title	HUMAN RESOURCES
Telephone Number	713-271-6100 X 109
Fax Number	713-271-3713
Email Address	MARTA@CCCHOUSTON.ORG
Application Method	EMAIL RESUME TO MARTA@CCCHOUSTON.ORG
Opening Date	7/13/2015

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