

## Director of Education Programs

### **About the Alliance Française d'Atlanta (AFA)**

The Alliance Française of Atlanta is a member supported 501c3 non-profit organization committed to promoting the French language and francophone cultures through educational and cross-cultural programs between Americans and French speakers representing France and 50 Francophone countries in Africa, Asia, Europe, and North America. We are a French cultural center that has been serving in the Atlanta community as the premier provider of French language and francophone culture since 1912. We are committed to education and cultural outreach to communities within and around Atlanta and to fostering cross-cultural understanding. We offer French language instruction for all levels as well as cultural programs in the forms of art exhibits, music, literature, film and more.

### **Responsibilities**

Under the direction of the Executive Director, the Director of Educational Programs is responsible for designing and implementing educational strategies and initiatives that will increase French language learning in the Metropolitan Atlanta market and that are in alignment with the standards and methods of the Paris-based *Fondation Alliance Française*. The Director of Educational Programs is equally in charge of the continuing expansion of the AFA school, coordinating the activities and policies related to educational programs, including, but not limited to managing a team of 30+ teachers. They will work in collaboration with the Executive Director and the Board of Directors to develop the strategic direction and ensure the health and relevancy of the AFA's educational programs as they relate to the organization. This position will have 1.5 direct reports.

### **Duties**

- Recruits new teachers and ensures quality instruction (by administering student surveys, performing classroom observations, organizing teacher training workshops and coaching new teachers);
- Supervises the activities of trainees and volunteers practicing on behalf of the Education Department;
- Manages placement test results and the recruitment and registration of students via in person meetings, entry evaluations and school tours;
- Outreach: build corporate, children program, online, management skills, public speaking, written and verbal, organizational planning, team leadership, teacher, administrator;
- Promote educational activities through the organization of and in collaboration with specific events (open houses, fairs,) and by communicating relevant information to the communication department;
- Works with the Executive Director to propose educational programs and policies that will lead to increased revenue;
- Oversees the school's curriculum and policies using the online course management platform *Arc en Ciel* (AEC), including choice selection of textbooks and pricing for classes and contracts;

### **Key Competency Areas**

Excellent written and verbal intercultural communication skills in French and English, including public speaking; organization; planning; a results-oriented leader focused on strategic goal attainment; knowledge of student issues, an understanding of the challenges students and teachers face and effective management skills with an ability to manage multiple activities successfully. Proficiency in MS

Office required; proficiency in *Arc-en-Ciel* preferred. Self-motivated, and skilled at applying innovative approaches to learning and teaching including and familiarity with using and launching online teaching and learning platforms.

**Qualifications & Experience**

- Proven skills in management of projects, budgets, and human resources
- Experience teaching French as a foreign language
- Master's degree in French, Education or related fields (Master F.L.E or Applied Linguistics a plus);
- Fluency in French, both spoken and written;
- In-depth knowledge of the latest teaching methods including task-based learning and understanding of the CECR (Cadre Européen Commun de Référence);
- Strong interest, knowledge and experience with French culture (Literature, newspapers, art, cinema)
- Minimum of 3 years' experience teaching French as a Foreign Language
- Experience in another Alliance Française, cultural institution or non-profit organization and/or as a team manager a plus.

**Salary**

Commensurate with experience.

**How to Apply**

Send cover letter and resume to [director@afatl.com](mailto:director@afatl.com). Review of applications will begin immediately; applications accepted until the position is filled. Please include Education Director Position in subject.