



Teachers of Critical Languages Program (TCLP)

Local Coordinator

Job Description

SPIRAL International is looking for a Local Coordinator to support a visiting teacher from Taiwan who will be teaching in the local public school. This part-time coordinator will act as the teacher's main contact within the community. Essential duties include assisting with the daily and emergency needs of the visiting teacher, helping to organize and plan community events, and maintaining regular communication with the SPIRAL International Project Director. The Local Coordinator will work closely with and report directly to SPIRAL International's Project Director, and will receive training and support from SPIRAL's office in Burlington. This role is based in Fairfax, Vermont.

About Us

Based in Burlington, Vermont, **SPIRAL International** promotes knowledge, skills and understanding of Chinese language and culture through online classes, summer camps, and international exchange. SPIRAL has been providing educational opportunities to students and schools for over 11 years. We have longstanding school partnerships in the U.S. and China and we also serve homeschool communities and individual learners in New York, Florida, Vermont, Connecticut and California.

The Teachers of Critical Languages Program, a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State, is designed to increase the study and acquisition of important world languages in U.S. schools. This program enables primary and secondary schools to strengthen their teaching of Mandarin and Arabic by bringing Chinese, Egyptian, and Moroccan teachers to the U.S. to teach their native languages and culture for an academic year. The exchange teachers receive on-going methodological observation and training opportunities, live and work in an immersive English environment, and receive a certificate of participation following their exchange (tclprogram.org).

Essential Duties: (all duties supported by the Project Director)

Community Support for Teacher

- Orientation: helping the teacher settle into and become familiar with the community
- Cultural Support: answering questions, helping with communication issues, planning for free-time activities, etc.
- Networking: coordinating a community network of families/individuals to support and welcome the teacher
- Emergency: meeting/transporting the teacher to seek medical assistance and communicating with SPIRAL Project Director

Community Outreach for the Program

- Support: helping the teacher and Project Director plan and organize community events
- Communication: identifying and contacting people, locations, promotion channels, etc for community activities
- Logistics: Attending and helping at community events

Communication with SPIRAL Project Director

- Providing bi-weekly updates (by email and/or Zoom) to SPIRAL Project Director about plans and activities; communicating on an as-needed basis about concerns or issues

Job Requirements and Preferences

- A deep familiarity with and connection to the town and school community
- Interest in and sensitivity to other cultures
- Interpersonal communication and problem-solving abilities
- A friendly, open, and welcoming manner
- Reliable transportation
- (Preferred) Experience in organizing community events

Work Hours and Salary

This is a part-time, contractual role with a duration of 11 months (August 2022-June 2023). Average work hours are 20 hours per month, with a monthly payment of \$400. Reimbursement will be given for out-of-community mileage and necessary expenses (to be approved in advance).

Essential Dates

Orientation for the visiting teacher will begin August 11; it is essential that the Local Coordinator is available during the weeks of 8/11 – 9/9.