



Escuela Falcon- Director of Programming and English Teacher Position

WHAT

A great opportunity to work at a friendly, fun and growing Spanish, English, and Italian language school in Guanajuato, Mexico (www.escuelafalcon.com). Guanajuato is a colorful, vibrant, and fun city, and this is a great opportunity to grow professionally, perfect your Spanish, live and work abroad, and experience Mexican culture. We are looking for a person take on a key role in the school as a Director of Programming as well as a part time English teacher. The ideal candidate will be an extremely organized and motivated individual with experience living or traveling abroad. We are looking for an ambitious, enthusiastic and passionate person, who is eager to become an integral part of the administration of the school.

For this position, an average work week will vary between 30 to 40 hours, depending on the time of year and the number of students enrolled. The ideal candidate must be flexible to take on more hours as necessary. We are also offering one free hour of Spanish classes per day (5 hours per week) and assistance in finding affordable housing in Guanajuato.

WHERE

Guanajuato was named an UNESCO World Heritage Site in 1988 and is often called the most beautiful city in Mexico. It is a small to medium-sized, colorful, and colonial city nestled among the mountains of Central Mexico. The city is full of history, culture and charm. During the day the sun is nearly always shining. You can walk through the picturesque cobblestone streets, explore the intricate alleyways, visit one of many museums, relax in a tranquil café or enjoy one of the many other activities in Guanajuato. At night the streets fill with University students and adults alike to enjoy the buzzing nightlife in Guanajuato. You can go salsa dancing, go on a callejoneada (an entertaining, musical night tour of Guanajuato alleys) attend a philharmonic concert, drink in one of the many bars in Guanajuato, go dancing at a nightclub, listen to live music in the jardín, or many other nighttime activities. Part of what makes Guanajuato's culture so rich is the presence of a large University. The University of Guanajuato, with around

33,000 students, brings many cultural events and activities to Guanajuato. University groups host movies, concerts, plays, conferences and other affordable or free activities. In addition to the daily activities you can find in Guanajuato, there are also many different international festivals in Guanajuato as well as programmed school activities every day.

WHEN

Our target hire date is as soon as possible. The target start date would be October 24th.

WHO

We are looking for a highly motivated and hardworking individual who can commit to at least two years of working for Escuela Falcon. We feel this is a great opportunity for those looking to gain experience in a wide variety of administrative duties, play a crucial role in the shaping of a growing company, live and work in a foreign country, and gain Spanish fluency. You must be patient, friendly, and willing to go the extra mile with clients from all over the world and of all ages. You must be able to take initiative when needed, use sound judgment and work with little supervision. Ideal candidates will be professional, responsible and extremely punctual. We are also looking for a motivated teacher who is professional, organized, an effective communicator and enthusiastic about contributing to the school's weekly cultural events and programs.

DESIRED SKILLS AND EXPERIENCE

Ideal candidates must have

- Ability to work well as a team, as well as independently, and adapt to change as necessary Experience in customer service
- Ability to multi-task, prioritize, and handle a very wide range of responsibilities
- Near obsessive organizational skills
- Excellent people skills
- Very strong leadership qualities
- An interest and background in languages
- An understanding of the importance of impeccable customer service
- Ability to easily adapt to different situations with clients from all over the world
- Excellent writing skills in order to answer Escuela Falcon emails and contribute to many other projects
- Excellent computer and internet research skills
- Strong verbal communication skills
- Creativity and vision with a constant drive to improve the school

- Intermediate to advanced Spanish with the drive to continuously perfect it
- Experience living abroad is a plus, preferably in Mexico or Latin America, but not required
- Unique abilities and skill-sets that will be used in special projects
- A strong interest in teaching OR experience teaching, working with kids, working in a classroom setting

DAY-TO-DAY RESPONSIBILITIES DIRECTOR OF PROGRAMMING

Work very closely with the other directors of the school. Answer telephone calls, receive and direct visitors. Give information about the school in a friendly and informative manner. Answer student questions about the city, classes and school by email and in person. Communicate with students about issues they may have with their classes or accommodations. Help the school maintain their impeccable commitment to excellent service and provide organizational structure to all parts of the school. Serve as a language and cultural bridge between English speaking students and Spanish speaking staff. Contribute to long term school improvement projects and the overall vision of growth of the school. Attend to all other tasks as necessary.

DAY-TO-DAY RESPONSIBILITIES ENGLISH TEACHER

Create dynamic lesson plans for your classes (with support of the textbook). Teach a variety of different levels, ages and backgrounds. Keep track of student grades and attendance. Effectively communicate with the office about student attendance, behavior and academic progress. Inform students of school activities and encourage student participation. Participate in the organization and planning of school events and programs.

HOW TO APPLY?

Please send resumes with references and a cover letter to info@escuelafalcon.com writing in the subject field 'Director of Programming and English Position.