



YEUNGJIN COLLEGE
DGEV
DAEGU ENGLISH VILLAGE



Job Description: On-Site Lead Coordinator
Daegu Gyeongbuk English Village (DGEV), Daegu, South Korea

Overview of Program

A Full-time, On-Site Lead Coordinator is needed for a unique opportunity in Daegu, South Korea. The Daegu Gyeongbuk English Village (DGEV) was established via a partnership between the University of Colorado at Colorado Springs (UCCS), Colorado and Yeungjin College (YJ), Daegu, South Korea. The purpose of the DGEV is to train students of all ages in the usage of the English language in an experiential learning environment.

For more information on the Daegu Gyeongbuk English Village:
<http://www.uccs.edu/~coe/daegu/index.html>

All instruction will be in English. Teachers are not expected to know or learn the Korean language. Cultural sensitivity to the Korean culture and lifestyle is required. Teachers will be advised on obtaining work visas/permits before they arrive in Korea. Air transportation to Korea will be provided; return flight will be paid upon completion of the 1-year contract.

Daegu is approximately a one-hour flight southeast of Seoul, South Korea. It is the 3rd largest city in the country. The Daegu Gyeongbuk English Village (DGEV) is located outside the city of Daegu in a protected mountain setting.

Supervision Received

This position is supervised by the Director of Global Education within the College of Education at the University of Colorado at Colorado Springs, Colorado.

The Lead Coordinator will be evaluated a minimum of twice per year. This will allow for a formative and summative evaluation, renewal of contract, based upon mutual agreement from both the UCCS-COE Director of Global Education, DGEV Senior Director, and Yeungjin College, as the employer.

Examples of Work Performed

- Management and oversight of all academic aspects of the programs to ensure program quality.
- Provide support for and supervise all DGEV teachers including Program Leaders.
- Work cooperatively with the DGEV Administrative Staff and Yeungjin College in all academic aspects.
- Communicate directly to the Director of Global Education for UCCS-COE on a weekly basis during scheduled Skype sessions and conference calls.
- Represent UCCS-COE and instructor staff when communicating with DGEV Administrative Staff.
- Evaluation of employment and personnel matters for instructors.
- Jointly determine, with the DGEV Senior Director, any personnel matters necessitating actions of probation or dismissal.
- Provide for the orientation, training and supervision of all instruction staff whether in groups or individually.
- Participate in DGEV events and meetings with DGEV administrators, staff and parents.
- Determine appropriate arrangements when substitute instructors are needed.
- Manage instructor scheduling process for all DGEV academic courses and programs.
- Supervise and maintain quality control of curriculum guidelines in classrooms, including review of course plans and syllabi, and situational program expansion needs.
- Manage academic day-to-day classroom activities, procedures and the assurance of quality control in programs to insure academic standards, as set by the University of Colorado at Colorado Springs (UCCS).
- Maintain records for instructor attendance to academic and work-related functions including staff meetings.
- Conduct formative (Performance Appraisal) and summative (Mid-Term, End-Term) instructor performance evaluation with follow-up conference a minimum of twice per instructor contract year.
- Manage language laboratory including scheduling.
- Supervise the issuance of 1 DGEV Newsletter per month.
- Teach at Daegu English Village in emergency situations only.

Knowledge, Skills, and Abilities

Minimum Qualifications

- Applicants for the Lead Coordinator position must hold a minimum of a Master's degree in an academic related area.
 - 3 years experience in education administration including curriculum development, management and supervision, scheduling, budgeting experience
 - Educational program development and implementation experience
 - Educational professional development knowledge and experience
 - Holds a certificate in TESL, TEFL, TESOL or comparable program
 - Has lived/worked abroad for one year
 - Applicant must have a minimum of two years, documented administrative experience, international living/working experience and mid to large-staff supervision.
 - Highly organized, high initiative
 - Excellent communication skills
 - Able to work under time constraints
 - Able to find solutions to multiple/concurrent challenges as they arise
 - Applicants must be committed and sensitive to diverse linguistic and cultural settings
 - Ability to act as liaison between UCCS-COE and Yeungjin College
 - Ability to serve as an appropriate and strong advocate for the personal and academic needs for students and teachers
 - Appreciates and supports Korean cultures and customs yet willing and able to advocate for western educational process and theory
- Believes in the Community of Learners and teaming concepts
- Must be willing to work weekends, holidays and evening hours if necessary
- Must be willing and able to commit to a contract for a full Academic Year

Additional, Preferred Qualifications

- Master's or Doctor degree in school administration, curriculum and instruction, education, ESL, or a closely related cognitive field
- 5 years experience in education administration including curriculum development, management and supervision, budgeting experience
- It is preferred that the applicant have a minimum of three years documented administrative experience in a Principalship role and/or administrative role in an ESL program.
- K-12 teaching, administrating experience preferred
- Has lived/worked abroad for more than two years
- Has taught ESL/EFL for 2 years
- Able to speak one foreign language
- Knowledge/Training experience with TPR
- Knowledge of Multiple Intelligences
- In-depth knowledge of school functions, institutional administration, budgeting and extra-curricular activity planning is a plus

Salary Range

- ~~₩~~34,500,000 South Korean Won per 12-month, 1st contract year
- Severance of ~~₩~~2,875,000 South Korean Won per 12-month, 1st contract year

Note:

- Living arrangement provided: private furnished dorm room & bath w/ heated floors & central air conditioning, meals in Village cafeteria (breakfast, lunch, and dinner), access to laptop & internet, teacher resource room/office space, 24-hour-on-site fitness center, & scheduled shuttle bus service between the Village & Daegu City. *(The provided living arrangements is valued at an estimated ~~₩~~ 12,253,164 *South Korean Won)*

Funding Source

Contract with Yeungjin College, Daegu, South Korea.