



Title: Director of Studies for Shanghai universities

We're looking for a Director of Studies to manage our university academic partnerships in Pudong, Shanghai. Early Birds Academic Partnerships provides teams of native-speaking teachers to Shanghai universities to teach oral English courses (primarily). We are really looking for a manager who wants to contribute to the development of a young company and new programs.

Position Responsibilities:

- Recruit and hire teachers.
- Liaise between the native-speaking teachers, EB local staff and university local staff.
- Provide professional development workshops and do teacher observations.
- Lead the teaching team in assessment development
- *lead the teaching team in development of Academic Management System (an internal online platform)*
- Contribute some curriculum development for new courses (a lot is already in place).
- Introduce and maintain appropriate academic standards for all courses.
- Work with local staff to schedule teachers efficiently and appropriately.
- Teach a partial schedule of university oral English courses.
- Participate in extra-curricular activities on campus and encourage teachers to, as well.

Qualifications:

- TEFL certification and university degree (Must have a Master's degree or TEFL Diploma)
- Minimum 5 years teaching experience with some academic management experience
- Experience with curriculum and assessment development
- A good level of comfort with technology (we use IWB and a variety of applications in the classroom – training provided)
- Native speaker of English

Compensation:

- 12-month contract, starting July 2014 (9 month academic work)
- Competitive salary
- End-of-contract bonus (related to completion of contract and performance).
- Travel allowance 8,000 RMB per year, ½ paid upon completion of 1st semester in full, ½ upon completion of contract.
- Paid supplemental insurance.
- Paid winter vacation between semesters (4-6 weeks paid holiday, ideal to visit the country)
- Bilingual staff to assist with housing/cultural issues
- Team dinners/trips to nearby sights

Company Details: [www.earlybirds.cn](http://www.earlybirds.cn)

EB is a small but growing organization that works directly with universities and public schools in Shanghai. We are not a recruiter or agency but hire teams of teachers and academic managers for institutions that we are in partnership with.

To Apply: Please send your CV/resume for now. TEFL certificate, university diploma, passport scan, and references will be required after a successful interview.