



Alliance Française
de Portland

Job Posting – September 2015

School Director

The School Director will report to the Executive Director and be part of the nonprofit's management team. This is a full-time position. The Alliance Française of Portland provides French language classes and cultural and educational programming in the greater Portland metropolitan area, drawing students and members from throughout Oregon and Southern Washington.

Candidates should present a record of successful experience in the following areas:

- Oversight and responsibility for smooth functioning of the school operations, with active hands-on role in head office daily management. Experience with budgeting and P&L is helpful.
- Proven experience in managing a team in the nonprofit environment.
- Excellent communication and interpersonal skills. Fluency in French is a plus.
- Experience with and knowledge of teaching methods and curriculum development.
- Management of all academic processes, including term planning & implementation:
 - Determine each new term's class offerings for adult and children's classes;
 - Assess needs for and recommend workshops & new classes;
 - Manage pre-term document preparation and syllabi.
- Create and manage master annual school calendar including quarterly Open House and advertising schedule; follow weekly management schedule.
- Responsibility for management and development of teaching staff :
 - Recruit and hire teachers, assisted by the Pedagogy Manager;
 - Oversee scheduling & assigning teachers to group and private classes;
 - Oversight of QA and teachers, assisted by the Pedagogy Manager.
- Develop strategy with Executive Director to grow student base.
- Analyze and follow up on QA issues raised in surveys.
- Assess needs and make recommendations for new technology for optimizing operations.
- Experience in marketing and growing programs a plus.

Candidates should send résumés / CVs, as well as cover letters addressing the above points, to alliancefrancaisepdx@gmail.com. Please include references.

Candidates must already have the legal right to work in the United States. Visas are not sponsored for this position, nor is relocation compensation. Salary and benefits will be commensurate with experience.