Showa Boston Institute of Language & Culture
Job Description

**Position:** Assistant Director for Curriculum  
**Reports to:** Director of Academic Programs

<table>
<thead>
<tr>
<th><strong>Employment Status:</strong> Regular Full-Time</th>
<th><strong>FLSA Classification:</strong> Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule:</strong>  8:00 a.m. to 4:00 p.m.</td>
<td><strong>Benefits Eligible:</strong> Yes</td>
</tr>
<tr>
<td><strong>Prepared by:</strong> Human Resources</td>
<td><strong>Date:</strong> tbd</td>
</tr>
</tbody>
</table>

**Background**
Showa Boston Institute of Language and Culture is a residential academic institution for about 300 students established by Showa Women’s University in Tokyo in 1988. Its mission is to increase students’ English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are administrative offices, residences, and a dining hall, and educational facilities.

**Position summary**
Responsible for the design and delivery of Showa Boston academic programs in compliance with CEA standards and home campus requirements, and consistent with the Showa Boston mission and the needs of students.

**Essential Job Functions**

**Curriculum Design and Delivery**
Oversee creation and revision of comprehensive course descriptions and syllabi for all Showa Boston courses. Maintain and update final versions of related documentation and make them available to faculty.

Work with the home campus Registrar’s Office as needed to make certain that Showa Boston courses meet institutional requirements.

Orient and train current and new faculty in curriculum and student assessment and evaluation practices.

Review faculty syllabi for compliance with institutional requirements.

Oversee new program curriculum development as well as the ongoing development of existing curricula to ensure that they meet institutional and students needs and are consistent with current approaches and methodologies.

Oversee the selection and updating of course materials, checking that they are consistent with course goals and objectives. Oversee the book ordering process, and work with the Business Office to organize book sales to students.

Collaborate with staff to prepare the academic calendar, ensuring that courses offer sufficient hours to meet the goals and objectives and comply with home campus credit requirements.

**Student Achievement**
Oversee the maintenance and revision of the Showa Boston proficiency scale and make it available to students, the home campus, and other interested parties.

Oversee the student level placement system, create class sections, and place students into appropriate levels.

Oversee assessment procedures, ensuring that assessments appropriately address students’ achievement of the learning outcomes.

Monitor student achievement, track trends across courses and levels, and create regular reports.

**Accreditation**

Maintain familiarity with CEA standards relating to curriculum and oversee compliance with the standards. Contribute curriculum and student achievement narrative to self-studies and annual reports and represent the Showa Boston curriculum in communications with CEA.

**Faculty and Staff Oversight and Support**

Oversee the work of the Academic Programming Coordinator and the Educational Technologist, ensuring that academic programs receive appropriate operational and technological support.

Oversee the Curriculum and Student Achievement committees, arranging for regular review of curriculum and student achievement practices.

Support Academic Department staff in faculty hire, observation, and evaluation, as needed.

Support faculty coordinators in program delivery and experiential enhancements.

**Teaching**

Teach up to two courses per academic year and maintain one office hour per week while teaching.

**Skills & Qualifications**

- Excellent organizational and administrative skills.
- Ability to supervise, evaluate and motivate a staff of professionals.
- Ability to work as part of a team, especially in cooperation with the Program Director
- Sensitivity to the intercultural problems or misunderstandings of students.

**Requirements**

- Masters’ degree in TESOL and previous teaching experience.
- Previous work in a post-secondary academic setting.
- Flexibility and ability to interact with various types of people.
- Previous experience in intercultural programs.

**To Apply**

For more information, visit [www.showaboston.org/employment.html](http://www.showaboston.org/employment.html). Please send cover letter and resume to HR@showaboston.edu. EOE

*Updated on June 14, 2021*