



Istituto Italiano Scuola
Italian language school

Executive Director, Istituto Italiano Scuola

Overview:

The Istituto Italiano Scuola is a non-profit school that promotes Italian language and culture in the vital and diverse Northern California community and is the official language school of the Italian Cultural Institute. The Executive Director of the school is responsible for the overall direction and operation of the institution.

The Executive Director provides engaged leadership for the school, guides the development of curriculum, manages the faculty, teaches up to 2 classes per semester, and oversees daily administration. The Executive Director is also responsible for the financial health and future of the school, including overseeing fundraising opportunities and marketing outreach.

The Executive Director reports to the Board of Directors of the IIS. The people who directly report to the Executive Director are the Assistant to the Executive Director, all instructors, and administrative and operations support.

Key Duties and Responsibilities

- a. Academic and Student Services
 - Academic activities: Develop curricula (for all levels from elementary to highly advanced), manage students' progress, update methods and programs
 - Grow and nurture the school: Lead the school to new growth, retain and expand student body and teacher staff; develop new class and workshop offerings
 - Student support: Interact daily with current and prospective students
 - Instruction: Teach at least one class per term at any level (elementary, intermediate, advanced)
- b. Administration
 - Lead and develop staff: Lead, hire and train teaching and administrative staff, provide support to their work, contribute to the school's efforts to be a great place to work.
 - Financial targets: Oversee budgeting and forecasting
 - Administrative duties: Manage all business activities, including accounting, payroll, and day-to-day operations



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- Compliance standards: Comply with all laws, regulations and policies that govern the conduct of not-for-profit organizations in California
- c. Strategy
 - Strategy: Develop short- and long-term strategies for the future of the school in consultation with the Board of Directors
 - Marketing: Update and improve website, manage social media, newsletter, brochures, other advertising
- d. Development
 - Fundraising: Oversee opportunities for fundraising, including events
 - Community and relationships: Cultivate and maintain relationships with various members of the cultural and educational community in the Bay Area; maintain an efficient working relationship with the Italian Cultural Institute

Requirements

- a. Teaching Experience
 - 5+ years' experience in the teaching of Italian as a second language to adults
- b. Education
 - Candidates must possess a *Laurea* from an Italian university
- c. Language
 - Candidates must be fluent in both Italian and English
- d. Miscellaneous
 - The Executive Director shall maintain an office and work onsite at the school's San Francisco location
 - The Executive Director must be available to begin training on Monday, August 16, 2021, and should be ready to assume the new position on Wednesday, September 1, 2021



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Salary

We are prepared to offer an annual salary of \$60,000 to \$70,000, plus a bonus of up to 10 percent, depending on experience and qualifications.

To apply, please send a cover letter outlining your qualifications and a resume or curriculum vitae to dkspears@comcast.net as soon as possible.

