

Savoir Faire Language Institute, Inc. ("SFLI")
Main Office: 117 W. Torrance Blvd, Redondo Beach, CA 90277
Annual Salary: \$52,645

Savoir Faire Language Institute was established in 1995 with an ambition to offer the best learning experience for children who are seeking to learn a second language. We are now a full immersion preschool which offers Spanish, Mandarin and French language programs. We serve children from 2-6-year-old.

SFLI is looking for a Full Time Language Program Education Administrator to lead our language programs. No telecommuting. No relocation bonus.

Responsibilities (may include but not limited to):

- Create, coordinate, and implement various curriculum, policies, procedures, standards, teaching methods, and educational goals for preschoolers
- Ensure that school activities comply with federal, state, and local regulations
- Plan various cultural events (i.e. Chinese New Year)
- Recommend textbooks and other educational materials for specific programs and curriculum
- Review and evaluate students' process to guide them so they can be set up for success of the program/curriculum.
- Communicate well with all the parents and potential clients

Minimum Qualifications:

- Bachelor's Degree in the field of Education, Language, or Second Language Learning

Special Qualifications:

- Must have a Teaching Certificate
- Must be fluent in both Mandarin Chinese and English
- Must be familiar with both Chinese and American culture

To Apply for This Position:

Please email your resume, cover letter, three references, and transcript to Preschool@sfl-ca.com. SFLI is an Equal Opportunity Employer. All qualified applicants are considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, sexual orientation or gender identity, or other protected status.