



TESOL/EFL Curriculum Assistant

Project: Sesame English 2.0
Department: Special Projects

Job Description

This position requires an energetic and creative language educator with an interest in applying a background in TESOL/EFL to the development of a multi-media English language-learning project. This position will support the planning and production of Sesame Street English. Sesame Street English is an English-language-learning educational initiative of Sesame Workshop, the non-profit organization behind Sesame Street and other educational media for children. This is a part-time position with the possibility of turning into full-time employment based in New York, New York.

Responsibilities

Educational Content Development:

1. Assist with the development of the project's Statement of Educational Objectives, Scope and Sequence and related curriculum materials
2. Assist with the development of all educational content for the project
3. Review lesson plans and help with all educational documentation for materials
4. Help with research on TOEFL Primary and Junior tests and aligning SSE content with TOEFL testing
5. Assist with administrative aspects of content development for Sesame Street English

Qualifications

1. Graduated from or Enrolled in an Advanced degree program in TESOL/EFL/ESL
2. Excellent organizational, written and verbal communication skills
3. Experience developing educational products or translating educational goals for applied uses
4. Expertise in language learning, bi-literacy/bilingualism, linguistics or English-language-learning for young children



5. Experience working with children
6. Experience in curriculum development
7. Team player
8. Ability to work under tight timelines
9. Native English required; fluency and literacy in at least one other language (Japanese, Mandarin, etc.) highly desirable
10. Teaching experience in China, Korea and/or Japan preferred
11. Facility with basic software (PowerPoint, Microsoft Word, Excel) required
12. Facility with interactive media such as apps, games, remote learning preferred
13. Knowledge in HTML and LMS is preferred

The TESOL/EFL Curriculum Assistant position is part-time, with flexibility for afternoons/evenings to accommodate academic schedules. Candidates must be able to start immediately at the end of February or the beginning of March 2015.

If interested, please contact Samantha Seid with a cover letter and resume at samantha.seid@sesame.org.

Due to the high volume of applications, we are unable to notify unsuccessful candidates.