

Posting:

The American Association of Teachers of Spanish and Portuguese ([AATSP](#)) is actively seeking a dynamic, forward-thinking, and detail-oriented language educator to join our team as the **AATSP Exams Director** on a part-time basis. The Director will play a pivotal role in enhancing the AATSP Exams program. The Director must possess an innovative and clear vision of the future of language assessment to advance our field. The Director will lead efforts to grow member engagement through increased participation in the AATSP contests and assessments.

Qualifications:

- Minimum of five years of Spanish and/or Portuguese language teaching experience.
- Well-versed in national language proficiency standards.
- Must have a track record of teaching excellence in K-12 or equivalent.
- Minimally a Master's degree in a related field, such as Spanish or educational testing.
- Be a member of the AATSP at time of application.

Successful candidates should be highly self-motivated, capable of independently completing projects in a timely manner, and adept at creating comprehensive reports.

About AATSP and the AATSP Exams:

Founded in 1917, the American Association of Teachers of Spanish and Portuguese (AATSP) is the oldest, largest, and most comprehensive language-specific professional association in the United States. Our nearly 10,000 members are educators from PreK-12 through graduate school who endorse our mission to promote, develop, and advance the teaching of Spanish and Portuguese worldwide. The AATSP promotes the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian, and other related literatures, and cultures at all levels of education. The AATSP Exams, formerly known as the National Spanish Exams is the oldest and most widely known Spanish contest for students in the United States. Our mission is to recognize student achievement and to promote language proficiency in the studies of Spanish & Portuguese. To this end, AATSP Exams (NSE) is committed to providing Teachers with assessment tools and offering Students opportunities to know their language skill ratings in vocabulary, grammar, reading comprehension, and listening comprehension.

Goals: The primary objectives of the Director include improving registration numbers for the AATSP Exams, revitalizing the overall program to align with recent developments and trends in assessment, and implementing effective marketing strategies to increase awareness and participation.

Location: This is a remote work opportunity, allowing the successful candidate to work from home. Candidates must possess a valid US passport and reside in the United States. This position requires most work to be accomplished during the April through August months'

timeframe. There will be intermittent work and emails during the September through March timeframe. Travel for the AATSP annual conference is required.

Pay range: \$ 24,000 to \$ 30,000 stipend based on experience. As this is a part-time remote work position, there are no other benefits.

Title: Director, AATSP Exams

Reports to: Executive Director (ED), Director of Operations (DO), Board of Directors (BOD)

Responsibilities

- Prepares annual report of the testing numbers for presentation at the meeting of the BOD during the annual AATSP conference.
- Works with the DO to create an annual budget and reporting as requested.
- Keeps the ED and DO abreast of all issues related to the AATSP Exams.
- Serves as member of the AATSP Board of Directors
- Performs other duties as directed by the ED and DO
- Understands and continues to improve policies of the AATSP Exams
- Works with staff to promote and market the AATSP Exams

Test Development

- Communicates with outside agencies to develop online examinations
- Prepares and conducts the annual writers' workshop
- Designs tests which accurately assess the proficiency guidelines and achievement specifications
 - Employs test writers to write test items
 - Employs test reviewers to check the examinations for clarity and accuracy
 - Uploads, edits and formats test questions and examinations
 - Creates a pdf version of all tests
- Analyzes test items for validity and reliability
- Prepares reports as needed to explain and justify test content
- Maintains online practice materials and examinations

Scholarships and Awards

- Oversees scholarships and updates/changes/creates as needed within budget, working with the office personnel
 - Works with outside entities to negotiate scholarship dates, packages, and fees
- May attend Junior Travel as chaperone
- Works with a committee to select winners from applications received



American Association
of Teachers
of Spanish & Portuguese
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Procedure for Application

- Cover letter that explains your interest in the position
- Vision statement that details your future view of the National Spanish Examinations
- CV
- Relevant samples of your work (optional)

All applicants must apply to Wendy Simms. Please send your complete application materials with salary requirements to wsimms@aatsp.org. All applications will be acknowledged. Only digital applications will be accepted.

AATSP celebrates diversity and is an AA/EOE employer. Applicants may be subject to a background check. The candidate selected for this position must meet eligibility requirements to work in the United States.

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