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# Example of English Instructor Job Description

Our innovative and growing company is looking for an english instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for english instructor

* Provide excellent customer service by promptly responding to student needs and concerns, actively listening and engaging in conversation before and after classes
* Continually aspire to teach a challenging, engaging and compelling yoga class
* Comply with expectations for teacher substitution, no-show policy, distribution list use, personal and partner yoga use and other guidelines as outlined by the Instructor Employee Handbook, and outlined by studio management
* Consistently provide and welcome and incorporate feedback to inspire continuous growth in teaching efficacy
* Must be respectful of, and at all times compliant with, corporate rules, policies and procedures and management direction as stated in the Instructor Employee Handbook
* Observe, critique, and provide feedback to the intern teaching in the classroom 4-6 times throughout the semester
* Discuss matters relating to the intern with the cooperating teacher
* Evaluate the intern’s teaching with the intern and the cooperating teacher and assign the final grade based upon collaboration with the cooperating teacher
* Conduct both pre- and post-observation conferences with the intern
* Maintain records for each intern that include the date and time of visits, completed observation forms, completed evaluation forms, and other material related to supervision

## Qualifications for english instructor

* At least one year of experience teaching English Composition at the college level
* Flexibility to customize instruction at a "just-in-time" pace
* Strong desire to help under-prepared students
* College teaching experience preferred
* Master’s degree in English, literature, comparative literature or composition
* Bachelor’s degree in any of the above, AND a master’s degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism