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# Example of English Language Instructor Job Description

Our company is growing rapidly and is looking to fill the role of english language instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for english language instructor

* Provide guidance and enforce standards for both administrative and technical requirements
* Provide appropriate coaching and feedback to students
* Provide support to senior instructors as necessary
* Instructors assist with all program-related duties, which include proctoring, grading, and evaluating program-wide tests
* Using and developing a variety of effective teaching techniques and assessment methods (including exams) to support the rigorous program
* Evaluating student oral presentations, projects, and written work using criteria relevant to the course content and learning objectives
* Maintaining and submitting accurate records to meet published deadlines (i.e., grades, syllabi, attendance)
* Communicating and working cooperatively with colleagues on matters regarding course offerings, programs, and activities that enhance the development of the English Language Institute
* Remaining current professionally
* Holding required office hours and attending student and faculty meetings

## Qualifications for english language instructor

* High degree of competency with Microsoft Office productivity tools (Word, Excel, PowerPoint)
* Superb interpersonal skills, with proven ability to exercise cultural sensitivity and respect
* Willingness to work and live in Afghanistan, to include hostile and austere conditions
* Contractor personnel shall comply with all theater command policies, regulations, and General Orders
* Practical knowledge and skills in
* BA/BS degree in business management, education or equivalent