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# Example of English Language Instructor Job Description

Our innovative and growing company is hiring for an english language instructor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for english language instructor

* May be required to use classroom technology such as Smart Board, audio/video/DVD components, and computer applications such as Microsoft Office
* Develop and deliver lesson plans utilizing broad range of appropriate teaching techniques and strategies
* Full-time position (40 hours a week), with classroom load of 18 hours a week + 1.5 hours of extra-curricular activities upon request with the rest of the time spent on lesson preparation, administrative tasks and language assessment
* Teaches integrated or skill-specific English language classes for non-English speaking graduate students and affiliates
* Establishes and maintains an organized, well-managed, welcoming classroom environment that encourages students’ participation in class activities
* Provides students with assistance, guidance, and encouragement
* Provides timely submission of all required paperwork / information as required by the program, department, and college
* Proctors exams
* Provides students with appropriate learning materials and expertise in assigned subjects
* The post holder will be responsible for managing a team of up to 10 instructors and supporting them on a daily basis

## Qualifications for english language instructor

* Evidence of sophisticated academic writing ability
* Research, presentation, or publication experience that addresses the needs of non-native English speakers’ writing and/or reading development
* Additional qualifications, such as certificates in teaching BE, CELTA and in particular Delta will be an advantage
* A degree-qualified and experienced native or non-native English-speaking teacher
* More than 3 years of full-time English language teaching experience
* More than 1 year of full-time experience in teaching Business English, preferably in a corporate environment