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# Example of Language Instructor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of language instructor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for language instructor

* Assist Lead Instructor in the development of course syllabus and curriculum prior to class start dates
* Assist Lead Instructor in maintaining an updated syllabus/course curriculum that meets DCLCP and customer requirements
* Assist the Lead Instructor with division of the course curriculum into weekly curriculums and provide copies of the curriculum to students
* Assist Lead Instructor in the distribution of course materials to students in a timely fashion
* Assist Lead Instructor to evaluate the effectiveness of the curriculum to ensure the DCLCP and the students’ expectations are being met
* Attend weekly meetings facilitated by the Language Department Lead Instructor
* Ensure effective communication and collaboration within the department
* Review weekly lesson plans and curriculums to make sure the requirements of the team teaching pedagogy are being met
* Review student’s weekly grades and performance
* Collaborate with the Lead Instructor and the Manager of Academic Programs (MAP) on course accreditation submission requirements

## Qualifications for language instructor

* Experience teaching in Intensive English Programs
* Work should be conducted in an office/classroom setting
* Minimum of 10 years experience in the Korean anguage
* Language Instructor will possess general professional proficiency (a language rating of ILR level 2+ or ACTFL Advanced-High) or higher in the specified foreign language
* Bachelors preferred in English, Education or related field, with 1-2 years of ELT experience
* Certificate in English Language Teaching to Adults (CELTA), Delta in English Language Training (DELT), or Postgraduate Diploma (PgDip) Teaching of English to Speakers of Other Languages (TESOL)