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# Example of Language Instructor Job Description

Our growing company is looking to fill the role of language 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 language instructor

* Communicate with the Lead Instructor regarding the department’s administrative and academic issues in support of achieving department goals and objectives
* Maintain accurate records of student attendance and performance
* The East Asia regional studies instructor is responsible for developing course curriculum/syllabus and teaching up to 4 hours per day
* Develop course syllabus and curriculum with collaboration of other department faculty prior to class start dates
* Submit course syllabus and curriculum to Manager, Academic Programs (MAP) for course accreditation submission
* Maintain an updated syllabus/course curriculum that meets DCLCP and customer requirements
* Divide the course curriculum into weekly curriculums and provide copies of the curriculum to students
* Distribute course materials/handout to students in a timely fashion
* Evaluate the effectiveness of the curriculum to ensure the DCLCP and the students’ expectations are being met
* The North Africa and Sahel regional studies instructor is responsible for developing course curriculum/syllabus and teaching up to 4 hours per day

## Qualifications for language instructor

* Must demonstrate outstanding potential and versatility in teaching, with native or near-native proficiency in ASL so as to converse fluently in high-level professional and academic conversation
* Must have an understanding of and extensive background in Deaf culture and familiarity with current research in ASL and Deaf culture
* A Favorable Moderate Risk Public Trust (MRPT) Certification
* Bachelor's Degree and/or certification in TESOL or related field
* Basic computer literacy with Microsoft and Google Docs, familiarity with social media platforms
* Master’s degree in TESL, and/or significant academic work in the subject areas listed in the Summary of Duties and Responsibilities