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)
• 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