



# Example of ESL Instructor Job Description

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Our company is looking to fill the role of ESL instructor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for ESL instructor

- Teach excellently and with enthusiasm
- Participate in required orientations, and complete mandatory training programs by UC Irvine-established deadlines
- Attend pre-program class-planning meeting
- Attend two teacher meetings and the quarterly day-long in-service
- Become familiar with and follow program's Instructor Handbook and curricular guidelines
- Submit all required hiring and class paperwork by set deadlines
- Design interactive and motivational classroom activities with a communicative aim to fully engage participants and to reinforce student learning
- Attend awards/graduation ceremony after classes on program's final day
- Participation in Candidate Orientation [Summer]
- Initial and Monthly (minimum) Meetings with Candidate(s)

## Qualifications for ESL instructor

- Must be able to assess student learning levels and develop ISPs
- Must be proficient in Microsoft Office software and classroom technology
- TESOL Certificate preferred
- Master's degree in Teaching English as a Second Language, Applied Linguistics, or related field preferred
- Possession of a NCCCS-recognized teaching credential for College and

