



Example of Language Instructor Job Description

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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

- 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 (DELTA), or Postgraduate Diploma (PgDip) Teaching of English to Speakers of Other Languages (TESOL)