# Example of Program Instructor Job Description

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Our innovative and growing company is hiring for a program instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program instructor

- Prep and organize program materials, documents, and lessons for classes
- Participate in program trainings
- Engage in participant recruitment efforts to find and refer couples and/or individuals to SMART programs
- Present SMART program information to community agencies/partners
- Report recruitment and marketing efforts to the SMART Couples Project Coordinator in Gainesville, FL on a weekly basis, or more frequently if needed
- Complete reports in a timely manner and participate in meetings
- Ability to understand SR Geospatial Open Source Mission and how that relates to NGA and IC and be able to provide course status updates (briefings and reports) to SR and any external parties involved in the development of course
- Coordinate with SR Subject Matter Experts (SMEs) in order to schedule appropriate guest instructors to cover all of the lessons
- Responsible for the class introduction for each session covering administrative tasks and pertinent information about the classrooms and facilities
- Act as a backup instructor in case a guest instructors cannot cover the lesson they signed up to teach

## Qualifications for program instructor

- Offered
- Familiarity with the special considerations necessary in an ESL classroom

- TESOL or CELTA certification, or equivalent is greatly desired, but not required
- Experience developing and adapting English language curricula and materials