



ESL INSTRUCTOR

The English as a Second Language (ESL) instructor will teach all aspects of the ESL Program, including all levels. The instructor will be responsible for planning and delivering ESL curriculum. Along with the classroom hours, there will be a strong focus on computer-based instruction.

Essential Job Duties and Responsibilities:

- Teach ESL courses at beginner, intermediate, and advanced levels.
- Prepare lesson plans.
- Deliver grammar lectures or facilitate projects on various subject matter areas.
- Assist students in the learning process.
- Evaluate and monitor students' progress.
- Keep necessary records to report satisfactory academic progress (SAP) to the Director of Education.
- Attend quarterly ESL instructors' in-service meetings.
- Stay abreast with the novelties in ESL studies by attending professional development activities outside of CSI.
- Organize and lead field trips for students at least once per quarter.
- Actively contribute to program improvement.
- Provide academic advising and support to students.

Required Knowledge, Skills, and Abilities:

- Knowledge of pedagogical methods teaching ESL.
- Knowledge of project-based learning (PBL).
- Knowledge of blended learning methodology (BLM) in teaching ESL.
- Native or near-native ability to speak English.
- Ability to use the following equipment and software packages with proficiency:
 - Microsoft Office Suite
 - American Speechsounds (AS) software
 - Ability to use online learning tools, such as Tell Me More (TMM)

Education and Experience:

The position requires a BA degree in any liberal art field. Some teaching experience required, ESL teaching experience is a plus.

Hourly Pay: \$20/hr