



STUDY ABROAD CANADA LANGUAGE INSTITUTE

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Charlottetown, Prince Edward Island
www.studyincanada.ca

Job Description English as a Second Language Instructor (ESL)

Purpose:

The English Language Instructor's purpose is to accelerate the student's learning or acquisition of the English language as defined by Study Abroad Canada guidelines. The instructor may also serve as a liaison between the student and other classroom instructors. The role is also to implement all ESL procedures in order to be in compliance with government regulations, Languages Canada, TESL Canada, and organizational policies. The English Language Instructor provides students with the necessary skills to become proficient in English through grammar, reading, writing, speaking and listening.

Reports To:

Director of Academic Programs

Primary Responsibilities

- Prepare materials and classrooms for class activities;
- Instruct students individually and in groups, using various teaching methods;
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students;
- Plan and conduct activities for a balanced program of instruction and work time that provides students with opportunities to observe, question, and investigate;
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible;
- Observe and evaluate students' work to determine progress and make suggestions for improvement;
- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests;
- Maintain accurate and complete student records as required by laws or administrative policies (benchmarks, attendance etc.);
- Implement all the procedures of the ESL Program as prescribed in Study Abroad Canada teaching materials and organizational policies;
- Provide rigorous and appropriate instruction to ESL students that supports the acceleration of English and is aligned with Languages Canada standards;

- Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks;
- Serve as a liaison between the ESL student, his/her family and the school, especially with respect to cultural and language differences, and providing cross-cultural information to all parties that foster positive relationships;
- Monitor ESL students' progress in all aspects of his/her academic schedule and their participation in all school activities and programs and promote and advocate for their participation as appropriate;
- Handle student issues within program and organizational policies (e.g. student requests for class changes, absenteeism, potential conflicts etc);
- Contact pre-approved instructors for substitution purposes and prepare the appropriate lesson plans and activities;
- Participate in intra-school staff development opportunities that enhance the knowledge of the curriculum and issues in order to know how those relate to ESL and how to adapt or incorporate them into ESL instruction.

Knowledge, Skills, Abilities

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups;
- Ability to select and use training/instructional methods and procedures appropriate for the situation when teaching new concepts;
- Ability to communicate information and ideas so others will understand;
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time;
- Ability to demonstrate a positive attitude and remain professional in all situations;

Qualifications

- Undergraduate degree, preferably a Bachelor of Education, from a recognized university and TESL Canada certification Level 1 (or willingness to become certified);
- Knowledge of second language acquisition, techniques for teaching English, ability to conduct appropriate assessments for program placement and monitoring student achievement;
- Native or near-native proficiency in all the skills of understanding, speaking, reading and writing in English;
- Excellent interpersonal skills in order to collaborate with all Study Abroad Canada stakeholders and an interest in working in a multicultural environment.