

Title: ESL Instructor for the American Language Center

Reports To: Assistant Director International Programs

Department: The Office of International Training and Professional Studies

Basic Function:

The ESL instructors are part-time positions within the American Language Center at the Office of International Training and Professional Studies (ITPS) at Bloomfield College. Maximum 29 hours of teaching per week. Our ESL program offers small classes with customized instruction. There are 6 ESL levels and classes run for 8 week sessions year-round. We offer an integrated teaching approach in our program. We have daytime/evening sessions.

Primary Responsibilities:

- Classroom management
- Utilizing appropriate standardized ESL curriculum, incorporating a variety of materials and teaching techniques to enhance student learning and outcomes, and to maintain student interest
- Planning, preparing and delivering lessons to a range of classes and age groups
- Preparing and setting tests, examination papers, and exercises
- Marking and providing appropriate feedback on oral and written work
- Maintaining cooperative relationships and open communication with all staff and students
- Assisting students with improving proficiencies in basic skills
- Maintaining confidentiality of student records, personal information and organizational information at all times
- Counseling individual students on academic progress
- Participating in marketing and cultural events for the language school
- Organizing and getting involved in social and cultural activities
- Basic administration, such as keeping student progress and attendance records

Qualifications:

- MA in related field plus 2 years' experience teaching/teaching certificate from any state/or TEFL/TESOL certification
- Native speaker of English
- Strong communication and interpersonal skills
- Ability to prioritize and handle multiple tasks
- Keen attention to detail
- Ability to provide effective follow-up on individual activities in a fast-paced, multi-tasking environment
- Strong time management and organizational skills; demonstrated ability to work well independently and in teams
- Track record of being able to produce work in a timely manner with flexibility when necessary to adapt to changing work conditions
- Experience with international students or educational exchange programming.

Compensation:

Competitive hourly salary commensurate with experience

To apply please send cover letter, resume and references to Nicole Rodriguez, Assistant Director of The American Language Center at nicole_rodriguez@bloomfield.edu