



**Job Title:** Part Time Language Foundation Teacher   **Date:** 1/2018  
**Reports to:** Center Manager   **FLSA Status:** Exempt  
**Department:** Academic

**Summary:** To plan, prepare and deliver courses in their entirety within set time constraints as outlined in the curriculum by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Prepares and follows course curriculum to include goals, objectives, methods, assignments, references and instructional aides.
2. Delivers course contents in a professional manner to include effectively communicating courses of study.
3. Grades and records all student assignments in timely manner and submits progress reports to Student Services Manager.
4. Completes student status reports as needed.
5. Maintains accurate and complete student attendance records.
6. Encouraged to participate in student activities scheduled outside of school.
7. Engage students in learning outside of the classroom
8. Schedule and participate in extra help sessions after school.
9. Performs other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Either:

- Bachelors degree in a related field along with a certificate in teaching ESL or a foreign language, that includes a practice teaching component or
  - Masters Degree from an accredited college or university in TESOL
- 2-5 years teaching English as a second/foreign language.

**Certification/Licensing**

Certified as an Arizona teacher

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Fluency in Mandarin Chinese or other foreign language a plus.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of internet software and special testing software.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.