ESL Teacher Job Description



What is an ESL teacher?

ESL (English as a Second Language) teachers give English language lessons to non-native speakers. They usually work in schools and other educational settings, teaching children and/or adults.

What does an ESL teacher do?

ESL teachers prepare course materials and design lessons that cover all aspects of the English language, whether written or verbal. They keep track of student progress and customize individualized plans for students with special requirements. They're also responsible for creating a positive class environment and encouraging students to reach their learning goals.

ESL TEACHER JOB DUTIES INCLUDE:

- Organizing coursework and learning materials
- Assessing student progress and writing reports
- Following national and regional policies for teaching English as a second language

When crafting your own ESL teacher job description make sure to tailor these responsibilities to your specific needs.

What is required to be an ESL teacher?

Most ESL teachers have a degree in English and an ESL or TESOL (Teaching English to Speakers of Other Languages) certification. ESL teacher requirements include basic software skills, usually MS Office, to complete administrative tasks, such as updating student records. To be successful in this role, it's important to have a patient and resilient personality and great communication skills.

JOB BRIEF

We are looking for an experienced ESL teacher to join our team. You'll organize courses for non-native speakers with diverse activities and methods that cover all aspects of English language (speaking, writing, and comprehending).

As a teacher in our school, you'll create individualized educational plans based on each student's needs and evaluate their progress through homework and assessments. ESL teacher skills also include building positive relationships with parents and teachers and helping them evaluate student progress.

If you love English and education and have a calm and positive personality, we'd like to meet you.

RESPONSIBILITIES

- Prepare classroom and course materials
- Assign homework and exams
- Grade students' assessments
- Create individualized plans for students with special requirements (e.g. learning disabilities)
- Research new teaching methods for teaching English as a second language
- Create a supportive and positive classroom environment
- Maintain records of student attendance and grades
- Resolve crises in classroom
- Inform parents about student progress
- Collaborate with educational staff to provide a positive learning experience to students

REQUIREMENTS

- Previous experience as an ESL teacher or similar role
- Knowledge of various methods of teaching English to non-native speakers
- Great organizational and communication skills
- A calm and resilient personality
- Ability to handle classroom crises
- ESL or TESOL certification
- Degree in English Language, English Literature or similar field

SOURCE: https://resources.workable.com/esl-teacher-job-description