



INTERMEDIATE/ADVANCED ENGLISH INSTRUCTOR: Job Description

The Lloydminster Learning Council Association
(non-profit organization promoting life-long learning)
requires an Advanced English Instructor

Reports to: Program Coordinator

Key Responsibilities:

- Act as an ambassador for the Lloydminster Learning Council Association
- Responsible for the overall development, implementation, evaluation and instruction of classes
 - Classes run for 10 weeks each semester (September - November and January - April)
 - Classes are on Tuesdays and Thursdays from 6:30PM - 8:30PM
- Provide learners with a warm and welcoming atmosphere
- Assist with learner recruitment
- Report all successes and challenges as they occur to the Program Coordinator
- Assess learners' progress
- Provide needs assessments to learners to tailor classes to learning needs/interests
- Assist learners to define and meet their learning goals
- Periodically monitor learner goal progress
- Maintain and submit all records and required reports to the Program Coordinator
- Work cooperatively and in a professional manner with all involved

Qualifications:

- Bachelor of Education (preferred), Bachelor's Degree, TESL or ESL Adult Experience is an asset
- Clean Criminal Record Check
- Valid Driver's License and Access to Vehicle