

Benchmark Title**E.S.L. INSTRUCTOR****Job Summary**

Plans and delivers English as a Second Language for Adults in a classroom setting. Conducts periodic evaluation of students' performance and progress.

Key Duties and Responsibilities

1. Develops and prepares instructional objectives, lesson plans, teaching aids and materials for classes which conform to the program curriculum. Customizes instructional objectives and lesson plans to students' pre-existing level of skills and knowledge.
2. Teaches skills and/or knowledge to students in a classroom setting. Organizes activities such as field trips and talks by guest speakers to supplement classroom instruction.
3. Participates in curriculum development by evaluating the curriculum on an ongoing basis and recommending changes to the supervisor.
4. Conducts evaluation of, and produces reports on students' performance and progress. Administers entry, exit and periodic testing.
5. Maintains records such as student attendance and field trip forms. Produces and submits periodic reports such as statistical summaries and reports on class activities in accordance with established policies and procedures.
6. Provides direction and guidance to, and coordinates the activities of program assistants, practicum students and/or volunteers.
7. Responds to student issues and concerns which arise or are identified during classes. Refers problems to the supervisor as necessary.
8. Maintains current knowledge of developments in fields related to the program.
9. Obtains feedback from students regarding course content and delivery.
10. Performs other related duties as required.

Qualifications*Education and Knowledge*

Bachelor's degree in Education, English or a related field, including training / experience teaching English As A Second Language.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: E.S.L. Instructor

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires a bachelor's degree in Education, English or a related field	6	113
2	Training and Experience – Requires three years recent related experience	5	125
3	Physical Demands – Work often involves very light physical exertion such as sustained periods of standing	4	28
4	Concentration – Almost always listens to students to respond to questions	5	42
5	Independence – Guided by teaching standards and curriculum; applies accepted work methods in different ways to plan and deliver educational programs and participate in curriculum development and evaluation	5	71
6	Judgement – Modifies instructional methods and customizes instructional objectives and lesson plans to students' pre-existing level of skills and knowledge; – evaluates student progress and makes recommendations to adjust curriculum	6	86
7	Leadership/Supervision – Provides work direction to teaching assistants, practicum students and/or volunteers	3	60
8	Accountability – Work performed and decisions made have direct impact on the service provided and beyond the agency and students; evaluated for appropriateness and conformity to program policies	5	71
9	Communication – Teaching involves responsibility for communicating with students with a variety of skills and knowledge	6	86
10	Care of Individuals – Plans and delivers ESL for adults	3	30
11	Environment/Working Conditions – Occasionally faces time pressures to finish specific tasks such as exam marking	2	17
Total Points			729