



ESL Teacher

General Job Description

MLI plans and organizes customized study tours for elementary and high school students from all over the world. The ESL Teacher position is ideal for someone with experience in education who loves working with international students, and is interested in a short-term contract position.

Major Duties and Responsibilities:

- Teaching English to international students as per the set itinerary
- Assisting the Program Coordinator with creating the curriculum for the ESL program
- Attending planning meetings with ESL teachers and Canadian Assistants prior to the program
- Reporting back to Program Coordinator on student progress and any issues
- Participation in the daily program classes and activities, arrival, departure, welcome, farewell, and excursions
- Assisting Program Coordinator with hiring Canadian Assistants, if required
- Ensuring a safe, friendly learning environment in the classroom and during activities and excursions

Work Experience required:

- Certification in teaching ESL, i.e. B.Ed, TESL, TESOL
- Experience with international students

Skills Required:

- Experience teaching English to students of varying levels
- Excellent organizational skills
- Excellent oral and written communication skills
- Diplomatic
- Proficiency using Microsoft Office applications
- Ability to work as part of a team

Typically ESL teachers will participate in the weekday program, teaching English from 8:30 am to 12 pm. Teachers may also be required to assist with afternoon activities until 4:30 pm. Some activities and events like Welcome and Farewell may occur on weekends or evenings.