

TEFL/TESOL TEACHER-TRAINER

The most prestigious executive language center in Latin America is searching for a top-level TEFL/TESOL teacher-trainer. This position is responsible for teaching and managing the institute's internationally-accredited, 4-week/150-hour TEFL/TESOL Certification program.

BACKGROUND

Experience:

At least 5 years of ESL teaching experience; Must also have other professional-level work experience in Education or Business.

Education:

Bachelors Degree and TEFL, TESOL, or CELTA certification is required

Masters Degree (ESL, Education, Business) or Diploma in ESL is highly desirable

Age:

At least 27 years old

PERSONAL QUALITIES

- Strong work ethic
- Energetic
- Passionate about teaching and training people
- Excellent sense of humor and ability to laugh at yourself
- Loyal
- Professional
- Self-confident, but not your only defining feature

TRAINING/TEACHING STYLE

- Energetic and passionate
- Organized and well-planned
- Empathetic to trainees
- Fun and entertaining – you must enjoy humor and making people laugh
- Capable of setting a high standard, consistently modeling that high standard, and holding trainees to attaining it

SUMMARY

This position is based in Cusco, Peru or San Jose, Costa Rica or La Antigua, Guatemala.

The teacher-trainer is responsible for delivering an internationally-accredited TEFL/TESOL Certification program over a 4-week period. The course is offered 11 months per year.

The course and all support materials are fully-developed and has been functioning on a monthly basis since 2004.

The teacher-trainer must work Monday-Friday from 8:00am to 5:00pm; there is a 1-hour lunch break. The first 3 weeks of the course are easier as no evening hours are required outside of regular course management; the final [4th] week of the course the teacher-trainer must also work in the evening to observe and evaluate trainees – this will easily require 12 hours per day. The teacher-trainer also works every Saturday for 2 hours (11am – 1pm) to provide reinforcement classes to general English clients at the institute.

The teacher-trainer teaches the TEFL/TESOL Certification course, grades papers, and manages participant scheduling. They also provide coaching and feedback to trainees – this is the most important part of the position. Teacher-trainers will also provide feedback on résumés/CVs and job-finding.

As well, among various other responsibilities, the teacher-trainer will help organize the monthly graduation party for TEFL/TESOL participants; help organize volunteer or paid students for TEFL/TESOL “mini-lessons”; and interact with teaching and administrative staff to schedule and evaluate the practical teaching component of the course.

The primary goal of the course is to train new ESL Teachers, who will accept teaching positions with schools and institutes around the world.

The TEFL/TESOL Certification course is well-known and has grown rapidly based on excellent feedback and referrals from previous participants. The course is known for being 1) intensive and demanding, but also 2) fun and entertaining, and 3) very supportive. The teacher-trainer is expected to maintain these high standards.

CONTRACT

The teacher-trainer reports to the Country General Manager, and has dotted line responsibilities to the Director of International Programs.

The minimum contract is 18 months. Where possible, a work visa and residence permit will be provided. Note that the work permit requires 2-6 months for processing; in the meantime the teacher-trainer will work without benefit of the work visa.

There is approximately 5 weeks of paid vacation annually. Vacation must be taken between the end of the November program (around 15 December) and the start of the January program (usually 20 January).

SALARY RANGE: \$1,000 to \$1,800/month

Salaries are paid on the 15th and 30th of each month. Salary increases and bonuses are based on overall performance and on feedback from course participants.