

<b>Position Title:</b>	English as an Additional Language Online Teacher
<b>Available Positions:</b>	1
<b>Terms:</b>	part time (10 h/wk., M-F 8-10 pm Atlantic Time, plus 2h/wk. prep time) / permanent
<b>Wages:</b>	\$23.00 - \$ 25.00 / hour, depending on experience
<b>Location:</b>	97 Kaulbach Street, Lunenburg, N.S.
<b>Qualifications:</b>	Bachelor's Degree and TESOL Certification
<b>Experience:</b>	1 – 2 years minimum
<b>How to Apply:</b>	Send resume and cover letter to <a href="mailto:admissions@studyatlantic.com">admissions@studyatlantic.com</a>

**About the School:** Atlantic Canada Language Academy (ACLA) is an accredited English Language School looking for a highly motivated, enthusiastic EAL Teacher to join the team. ACLA offers quality English Language Programs, to students from around the world as well as our local community.

[www.studyatlantic.com](http://www.studyatlantic.com)

**Vision and Values:** Our unique and fun programs are built on the values of Quality, Professionalism, Multiculturalism, Enthusiasm, and Fun. These values not only guide our programs but are also at the core of ACLA's management.

**About the Work:** Our EAL Teachers are responsible for planning and delivering online lessons based on best practices and current research. Students from all over the world join this online class to prepare them for study and work in an English-speaking setting. It is offered online via Zoom/Teams, Monday – Friday from 8 to 10 pm Atlantic Time. ACLA teachers liaise with each other and with the Academic Director regularly to ensure lessons are coherent and meet the expectations of the school's curriculum.

### Key Responsibilities

1. Ensure new students get a brief welcome and introduction to their classmates during orientation
2. Meet with students to discuss their personal aims during their first week and during bi-weekly scheduled tutorials
3. Use "Needs and Goals Analysis", "Our Aims" and tutorial feedback to plan task-based lessons weekly
4. Prepare weekly lesson plans for synchronous online and asynchronous offline delivery
5. Upload weekly lesson plans to class platform in a timely manner
6. Conduct engaging lessons based
7. Administer assessments to all students and record results on the students' record forms on platform
8. Assist students in maintaining Performance Based Learning Portfolio
9. Customize for age and level appropriate lessons and learning experience for students
10. Attend professional development seminars

### **Specific Work Capabilities**

1. Willingness to be flexible in terms of teaching assignment within the school
2. Be able to teach in person and online using Zoom/Teams
3. Be able to or be willing to learn new technology to facilitate instruction
4. Sensitivity to the proficiency stages, well-being and needs of language learners
5. Excellent organizational skills and ability to keep concise records
6. Commitment to the teaching profession
7. Demonstrated excellence in teaching
8. Cross cultural awareness and sensitivity
9. Excellent verbal and written skills
10. Ability to work independently and as a team member
11. Problem solving and trouble shooting within the classroom, online platform and on LMS

### **Special Requirements**

1. Police Record Check
2. Experience teaching English as an Additional language
3. Experience teaching online
4. Fluent English proficiency