

**CENTER FOR INTERAMERICAN STUDIES**  
**ENGLISH PROGRAM**  
**ENGLISH TEACHER JOB DESCRIPTION**

Job Title	EFL Teacher
Department	CEDEI English Program
Reports to	Director of the English Program
Education Level	University Degree in any field, preferred in Education but not required
Professional Certification	TEFL, TESOL or CELTA
Requirement	English native speaker / fluent English speaker
Role	Development, delivery, and support of academic programs in line with CEDEI's standards and policies.
Experience	Not required but preferred: experience teaching children, teenagers, and/or adults.
Main responsibilities	* Plan, prepare, and teach lessons for the classroom: select and sequence appropriate materials, resources and approaches according to the course's requirements/standards and learners' needs.
	* Assess and provide relevant and timely feedback on achievement, progress, and development needs of students.
	* Carry out assessments as appropriate and turn in grades on time as requested.
	* Supervise students' attendance and behavior as appropriate.
	* Develop materials and resources to complement the material in the students' book and workbook as needed.
	* Evaluate and give feedback on materials, courses, and lessons to the academic director as needed.
	* Attend academic meetings (workshops - general teacher meetings) when required.
	* Encourage students to participate in all activities.
	* Adhere to the standards and procedures detailed in the English Teacher Manual.
	* Deal with students' issues/emergencies in the classroom if/when they arise - immediately contact an English Program's representative if needed.
* Adhere to CEDEI's regulations, policies and procedures.	

For detailed information of expectations and requirements, teachers need to refer to the English Teacher Manual.