

Position Description

POSITION TITLE	LinGo Online Teacher TeachBeyond Global
EFFECTIVE DATE	Winter/Spring term (starting January)
POSITION SUMMARY	<p>The LinGo Online teacher is a Gospel-centered, experienced, and qualified English teacher who is committed to journeying with their students in their faith and language learning. Teachers teach remotely using our online platform and provided curriculum (based on the CEFR). Courses range from A1-C1 leveled classes, IELTS and TOEFL prep classes, to speaking classes. Each teacher is placed with one of our specific language centres to teach students remotely in that region.</p>
LANGUAGE CENTRES	<ol style="list-style-type: none">1. Elli Quito, Ecuador2. Descubre Ingles, Dominican Republic
COURSE NAME/LEVEL	Beginners - Advanced
DATE AND TIME	Afternoons and evenings (Eastern Standard Time)
<i>(Important note: Ecuador and the Dominican Republic do not practice Daylight Savings Time)</i>	
PAY GRADE AND FUNDING	Support raised member or associate
REPORTING RELATIONSHIPS	
Reports to:	LinGo Online Coordinator TeachBeyond Global
Relates to:	LinGo Online Teacher Support and Elli Quito Directors
STATUS	Part time
HOURS	Depending upon class and location
LOCATION	Remotely

QUALIFICATIONS

Education and Experience:

- TESOL/TESL certificate or CELTA with practicum experience
- One year of experience teaching EFL/ESL
- Cross-cultural experience (preferred)
- Online teaching experience (preferred)

Skills:

- Strong interpersonal skills
- Excellent verbal and written communication skills
- Ability to work independently and lead a virtual classroom
- Willingness and ability to adjust to changing conditions and priorities
- Ability to adapt to and teach in an online setting
- Ability to remain flexible and troubleshoot technological difficulties
- Ability to learn quickly and manage new online learning platforms
- Proficient in managing basic computer functions and programs
- Proficient in video conferencing software such as ZOOM or Microsoft Teams

Personal Skills:

- Mature Christian experience, sound judgment and professional skills
- Life philosophy that aligns with TeachBeyond policies, objectives, and doctrine
- Passion for Christ and the Gospel; active participant in a local church community
- Motivated by TeachBeyond's mission and vision of transformational education
- Striving to embody the core values of the organization: faith, integrity, holiness, love for people, creativity, cultural relevance, congeniality, partnering, excellence

ESSENTIAL FUNCTIONS**Responsibilities and Duties:**

- Teach EFL in the online classroom setting according to chosen curriculum
- Supplement online curriculum with creative, productive activities for students
- Maintain an atmosphere conducive to learning
- Use a modern, dynamic, and interactive teaching approach that allows students to conversationally use the English language
- Be able to evaluate, assess, and advise students regarding their English performance
- Maintain record keeping for attendance and student performance as required
- Insightfully weave Christian beliefs and transformational principles into the EFL curriculum
- Participate in monthly online staff meetings and ongoing meetings with Online EFL Teacher Support
- Meet at least once a month with the local center to give an update, as well as grow in knowledge of local context and students.
- Required to participate in a physical English Camp, or agreeable event, in student's country- TBD

Total work time given to these duties: 90%

Additional Responsibilities:

- Have a basic understanding of student's background and cultures
- Be available for student questions outside of class time

Total work time given to these duties: 10%

Time Commitment:

- Our English language centers are established programs that run as a ministry and a school. They are dedicated to seeing students grow in their faith and English language. They are in need of committed teachers who can be a part of this journey with them. Whether support raised or volunteer, please look at the time commitments listed above before accepting.
- **You need to give the LinGo Online Coordinator and language center director 1 months notice before ending your contract in order to make other arrangements for a teacher.**

GENERAL MEMBER EXPECTATIONS

- If support-based, member is to establish and maintain a support team; stay in touch with sending church.
- Participate actively in local church; follow a personal growth and life-long learning plan; report regularly on ministry, personal life, and finances; participate in meetings and events mandatory for all members (prayer days, training, etc.).

Duties and responsibilities performed within one's capabilities that do not constitute a major change may be added, deleted, or changed at any time at the discretion of the supervisor and People Services.

SPECIAL DEMANDS AND/OR CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the member is regularly required to sit; talk, hear, and use hands and fingers to operate a computer
- Specific vision abilities required by this job include close vision requirements due to computer work, reading, etc.
- Regular, predictable attendance is required

Work Environment

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If member is to be located and working from a TeachBeyond national office, the following may apply:

- Keep a quiet and available space for teaching
- Ability to work in a confined area
- Ability to sit and/or stand at a computer for an extended period of time

Addition Conditions

The demands described here are representative of those that are needed to perform the basic functions and the demands of the described position.

- Ability to adapt to a culturally diverse classrooms
- Ability to travel to student’s country for an English camp, or an agreeable event
- Obtain the following equipment:
 1. A personal and functional computer
 - *8GB RAM minimum recommended*
 2. High-speed internet connection
 - *10mbps download and upload minimum*
 3. Headset (Recommended)
 4. Ethernet cord for physically connecting computer to router if experiencing connection issues (recommended)
 5. Mouse (Optional)
 6. Good lighting
 7. Neutral or classroom-like decorated background (such as a wall or bookshelf)

APPROVALS

Incumbent, Print Name

Incumbent, Signature

Date (yyyy/mm/dd)

Immediate Supervisor, Print Name

Immediate Supervisor, Signature

Date (yyyy/mm/dd)

***Please sign and return to peopleservices@teachbeyond.org within 3 business days.**