

## **ENGLISH LANGUAGE TRAINING INSTRUCTOR**

**1. SPECIALTY SUMMARY:** Instructs classes in general and specialized English as a foreign language at the elementary, intermediate and advanced levels as well as Guided Self Study. Develops, revises and validates primary and supplementary training materials. Conducts OJT for ELT personnel.

### **2. DUTIES AND RESPONSIBILITIES:**

#### **a. SUPERVISES THE ELT STUDENTS:**

- (1) Maintains classroom tidiness and maintains order and class control.
- (2) Reports safety violations, safety hazards. Monitors correct working condition of equipment and reports classroom unsuitability for teaching or need for maintenance.
- (3) Creates learning environment where only English is spoken.
- (4) Monitors and records students' attendance and discipline and provides counseling.
- (5) Evaluates academic performance of ELT students and provides counseling when necessary.
- (6) Reviews student progress evaluations and recommends action.
- (7) Reviews and recommends approval of acceptable educational training materials, periodicals and other documents for classroom use.
- (8) Prepares ELT Student End of Course Reports.
- (9) Applies rules and regulations laid down in Manual

#### **b. INSTRUCTS GENERAL AND SPECIALIZED ENGLISH AS A FOREIGN LANGUAGE:**

- (1) Prepares and uses Lesson Plans.
- (2) Administers progress tests and analyzes results.
- (3) When assigned, monitors, administers and scores English language tests.
- (4) Completes and submits training reports.
- (5) Inventories ELTC materials and prepares requests for these materials.
- (6) Schedules audiovisual equipment for maintenance and performs operator maintenance.
- (7) Uses accepted methods, approaches, techniques and aids.
- (8) Conducts language drills and exercises.
- (9) Teaches grammatical structures, spelling and punctuation.
- (10) Develops, approves, validates and uses primary and supplementary materials including student handouts, vocabulary exercises, spelling quizzes, grammar and sentence structure exercises.
- (11) Uses available audio-visual teaching aids and language laboratory console.
- (12) Evaluates student progress.
- (13) Administers phase tests and analyzes results.

(14) Develops tests for sound discrimination, vocabulary, reading, grammar and diagnostic purposes.

(15) Monitors administration of English language tests.

(16) Participates in (In-Service/Professional Culture) training program.

(17) Conducts OJT for ELT personnel in program.

**3. SPECIALTY QUALIFICATIONS:**

a. **KNOWLEDGE:** Knowledge of accepted methods, approaches and techniques for teaching reading, writing, speaking and listening skills in English as a foreign language at the elementary, intermediate and advanced levels; materials used in ELT courses; effective use of available equipment; ELT operating procedures and relevant RSAF policy and directives is mandatory.

b. **EDUCATION:** A 12th grade education is desirable.

c. **EXPERIENCE:** Experience as an English Language Training Instructor is mandatory for award of the 7-skill level.

**d. TRAINING:**

(1) Completion of the Instructor Course (IC) is mandatory.

(a) Career development course.

(b) Religious course.