

Title: Online EFL/ESL Teacher (Part Time Contract) - KnowledgeOne Inc.**Location:** Montreal, Quebec**Posting date:** October 14, 2011**Job Description:**

KnowledgeOne Inc., an online educational services company with headquarters in Montreal, Canada, is recruiting experienced ESL/EFL instructors to form part of a pre-qualified instructor bank for teaching their online English language courses. Having successfully launched the first commercial offering of the innovative “Specialized English as a Foreign Language” (SEFL) program, KnowledgeOne is looking to build a pool of competent and motivated instructors who can lead the classes when the need arises.

Courses in the SEFL program are based on an English for Specific Purposes (ESP) curriculum and cater to working professionals in different domains (e.g., Hospitality and Tourism, Business, etc.). The target market includes primarily Asian and Southeast Asian learners, and the courses place a strong emphasis on communication as well as pronunciation.

The SEFL program uses a blended learning model comprised of self-paced activities and exercises as well as real-time virtual lessons with an instructor. Teachers chosen for the instructor bank and who are offered courses can expect to lead virtual sessions for a total of 3 hours per week per 10-week session to groups of ESL/EFL learners (training for the virtual classroom environment will be provided). Instructors will also be responsible for ongoing corrections, assessments, and evaluations.

Main duties and responsibilities:

Instructors will have the following responsibilities:

- Teaching live online sessions (via webcam, headset and microphone, and screen-sharing) using pre-planned lessons based on a set curriculum and textbook
- Ongoing corrections, assessments, and evaluations
- Learner progress tracking from course website activities and language lab software

Qualifications and skills:

Ideal candidates for this position should:

- Be energetic, enthusiastic, and professional
- Be able to work autonomously
- Be able to quickly adapt to class/learner level based on difficulties/progress

- Be willing and able to give regular feedback to program administrator (difficulties and successes) for course structure and content
- Have practical knowledge of and experience with current ESL/EFL teaching methods
- Be available to teach flexible hours (i.e., early morning and/or late evenings)
- Have good organizational and time-management skills
- Be able to adapt to changing technology as it relates to teaching
- Feel very comfortable using computers
- Must be Canadian citizen or permanent resident

The following experience and background is considered an asset:

- Experience in pronunciation teaching
- Experience with Computer Assisted Language Learning (CALL), multimedia teaching/learning, or online teaching/learning
- Background in teaching English for Specific Purposes (i.e., Business English, English for Tourism and Hospitality, etc.)

Computer skills:

- Microsoft Office, particularly PowerPoint
- Experience with Adobe Connect or other web and video conferencing software for online meetings an asset (e.g., *GotoMeeting*, *WebEx*, *Skype*).
- Familiarity with language learning software an asset (i.e., “Tell Me More”, “Transparent Language”, “Rosetta Stone”)

Education/Experience:

- University-level degree in Teaching English as a Second/Foreign Language, Education, Linguistics, or related field
- Minimum three years formal teaching in ESL/EFL classroom setting

Summary:

- Work Schedule: 3 hours/week live online teaching + training, correcting, feedback, and evaluations
- Duration: 1 session (10 weeks) with possibility of renewal
- Class Level: Primarily Intermediate but possibly Elementary
- Age of Learners: 18+ (working age)

To apply:

If you fulfill these requirements and are interested in applying to have your name added to the instructor bank, please send your résumé and cover letter to:

careers@knowledgeone.ca

*Please note that only selected candidates will be contacted.

Candidates' skills may be tested.

Keywords: Teacher, Instructor, English, English as a Second Language, English as Foreign Language, Online learning, eLearning, Online teaching, CALL, TESL, TEFL, ESL, EFL, ESL online, EFL online, ESP, English for Specific Purposes, EOP, English for Occupational Purposes, EAP, English for Academic Purposes, Pronunciation, Business English.