

Job description

Job Title	Part-Time English Instructors (Independent Contractor)
Supervisor	EL Manager
Location	Rabat & Casablanca

DUTIES:

Teaching

1. Plan and deliver English language courses to students at Amideast or other locations according to individual levels and curriculum, as assigned by the Program Coordinator or EL Program Manager. These may include General English, Business English, English for Young Learners, Academic English, English for Specific Purposes, Test Preparation, and other tailored English language courses.
2. Maintain Amideast standards of teaching in classes. This includes total English immersion, communicative teaching, and student-centered approaches.
3. Have a clear understanding of different learner abilities, and support students either through level changes, discussion with EL department, or enacting different approaches to inclusively engage, motivate, challenge, or assist them.
4. Adapt and enhance curriculum based on learner backgrounds and abilities in a culturally sensitive manner, while maintaining the approved balance with provided curriculum.
5. Develop teaching materials, aids, and assessments that address learner needs and objectives, which complement the provided curriculum.
6. Assign homework and other out-of-class assignments to consolidate and extend the knowledge and understanding of learners, as appropriate.
7. Maintain accurate records of student attendance, grades, and progress, and submit them to the EL department, in accordance with teacher handbook.
8. Establish and maintain the regular use of Amideast's learning management system throughout course, which includes supporting the EL department with enrollment and engagement of students, in accordance with teacher handbook.
9. Monitor, provide feedback on, and follow up with students regarding asynchronous tasks or assignments completed through the learning management system or other platforms, ensuring alignment with course objectives and learner progress.

Teacher & Program Development

1. Participate in relevant teacher meetings and professional development opportunities at Amideast, which relate to teachers, learners, curriculum or general organization – up to 20 hours, unpaid, as per the contract.
2. Collaborate with the EL management on a classroom observation plan as part of your teacher performance evaluation and ongoing professional development.
3. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practices with them.
4. Assist the EL department during collection of student satisfaction surveys by encouraging students to participate openly and honestly in the survey process.

QUALIFICATIONS, KNOWLEDGE, AND QUALITIES

- **Bachelor's degree (BA) in English, Education, Linguistics, or a related field** – *required*
- **TEFL certification or equivalent** – *required*
- **Native or native-like fluency in English** – *required*

NOTE: This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. AMIDEAST reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

TO APPLY: If you are interested in applying for this position, please submit your resume and a cover letter to hmrocco@amideast.org before August 15, 2025, at midnight.