



Test Prep Instructor

EC Boston is currently looking for dynamic and energetic instructors for our **GMAT / GRE preparation programs**.

Position Dates:

August 17th – December 17th

Classes meet two evenings per week, Monday and Wednesday or Tuesday and Thursday from 5-8:30pm.

There may be the possibility of extending classes into 2010.

Required Skills:

Prospective Test Prep instructors must:

- Hold a BA or BS
- have scored within the top ten percent of the relevant exam
- be able to communicate clearly and effectively
- have prior experience teaching
- be able to work independently and with other instructors
- have strong organizational skills

Job Objective:

- Uphold and maintain the philosophy, reputation, and professional standards of the school.
- Maintain a good rapport with students, staff and school authorities
- Ensure that prevailing quality standards are maintained at all times

Key Tasks, Duties and Responsibilities

- To prepare and develop appropriate lesson plans for GRE and or GMAT preparation classes
- To ensure that lessons are relevant, clear and suitable in content and duration
- To use teacher's resources, such as course-books, educational apparatus, teaching and visual aids, as an integral part of the course content and structure
- To monitor student progress on a regular basis and facilitate the integration of new students
- To liaise with other teachers and academic administration
- To deal with students in a professional manner and to pass on all student related problems and queries to the Academic Director
- To supervise entry/exit tests
- To attend occasional staff meetings or trainings
- To keep up-dated and maintain any records, registers and class content files
- To distribute and collect evaluations, book and materials
- To maintain the resource room is in good order, tidy and clean
- To attend an induction day or equivalent training
- To participate in any quality control procedures such as class observations, workshops, etc

Key Tasks, Duties and Responsibilities

- Between \$25-\$30 per hour, commensurate with experience

To Apply

- Send cover letter and resume to:

Caroline O'Neal CarolineONeal@ecenglish.com