



**Kings at UW-Fox Valley**  
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At Kings, our mission is to provide a general and linguistic education for young people from all over the world intent on studying in an Anglophone environment — developing and nurturing every student to help them achieve personal growth, personal achievement and the best learning outcome for their individual circumstances, ability and needs.

We strive to create life-changing and long-lasting memories, and to help our students make ambitious, well-informed and broad-minded choices about the way they lead their future lives.

### **Job Description:**

- Teach courses focused on English for Academic Study (EAS) in the Kings Education University Preparation Program (UPP), which includes linguistic, academic, and university preparation elements.
- Create weekly lesson plans following established curricula and outcomes, supplementing with authentic materials when necessary.
- Adhere to a course syllabus and maintain a daily/weekly grade book for homework, quizzes, journals, papers, and presentations.
- Possess a strong comfort level with college level materials and course structure and know how to teach academic skills required in college - research papers, analytical reading, presentations, etc.
- Embrace and develop new ways of engaging students through the use of technology in and out of the classroom.
- Administer regular quizzes, exams, and writing assignments.
- Help students adjust to academic college culture in the US - plagiarism, note-taking skills, and other skills needed to succeed in college.
- Conduct scheduled advising sessions with students to determine progress.
- Participate in weekly teacher meetings and regular training sessions.
- Embrace opportunities to lead teacher-development meetings.
- Aid in regular workshops and advising sessions to help build student profiles.
- Maintain database for students' academic progress and prepare regular external reports.
- At times, tutor small groups of students (5 max) up to 3 hours per week on an as-needed basis
- Substitute for other Kings UPP instructors as needed/depending on availability.
- Hourly rate: 17-21/hr, depending on education and experience.

### **Requirements:**

- Bachelor's Degree in TESOL/English or closely related field or equivalent experience.
- Cultural sensitivity with experience teaching ESL to students from a variety of cultural backgrounds.
- Proven classroom experience in college preparatory classes with a minimum of 2 years teaching.
- Demonstrated knowledge and experience using technology in the classroom, such as interactive white boards, Blackboard, digital video/audio, and online course components, etc.
- Excellent interpersonal and communication skills
- Tact, patience, and diplomacy, particularly with non-native English speakers
- Good problem solving and creative thinking skills
- Must be authorized to work in the United States
- Experience teaching test prep courses SAT/GMAT/GRE/TOEFL a plus
- Admissions/college advising or related experience a plus

Interested candidates should send a cover letter and CV/résumé to Tanner Johnson (Academic Affairs Manager) at [tanner.johnson@kingseducation.com](mailto:tanner.johnson@kingseducation.com)