



Position: Online English Teacher

Reports to: Programs Manager

Position description:

Online English Teachers with TalktoCanada.com are responsible for achieving TTC's goals which are to improve our clients English and English understanding in different areas such as; grammar, spelling, listening, vocabulary, and general conversation skills. TTC's online English teachers are dedicated to giving individual attention to each client and helping them achieve their individual goals and providing them with the tools necessary to succeed.

Primary Responsibilities:

- Follow lesson plans provided – specifically created to work on improvement in specialized areas.
- Identify students weaknesses and work together to improve them
- Every 2-4 weeks or as specified by client assess the progress of students and evaluate them based on a rubric outlining their strengths and their weaknesses and providing strategies on how they can improve.
- Arrive in the virtual classroom a minimum of 10 minutes before the class starts.
- Sign into SKYPE before lessons - for teacher to management support/communication.
- Report any problems or issues to the Programs Manager as soon as possible or other appropriate person if the Programs Manager is unavailable.
- Provide a positive e-learning environment in which students are encouraged to be actively engaged in the online learning process.
- Communicate effectively, both orally and in writing – always focusing on the correct pronunciation of words and spelling of words (Canadian spelling is always used unless otherwise specified).
- Participate in teacher training.
- Positively represent Canada and build confidence in e-learning and especially TTC.

Skills required to Perform Primary Responsibilities Effectively:

- Able to manage time effectively – start and finish at the scheduled times.
- Able to effectively manage a virtual classroom and any issues that may arise while teaching (either technical, or with students).
- Able to be as flexible as possible both in the virtual classroom with the students and as well with the different hours (time changes, schedule changes) as requested by clients.
- Able to demonstrate patience with your students and in your teaching.
- Able to speak slowly, focus on correct pronunciation, and answer any questions that students may have.

Education, Certifications, and Work Related Experience:

- Bachelor's Degree or Higher
- Native English Speaker
- Canadian Citizen
- Teaching experience including ESL (overseas preferred)
- Online teaching experience an asset
- Prior use of online meeting applications such as WebEx Meeting Centre, Adobe Connect, Microsoft Live Meeting an asset (Skype, MSN or other instant messaging programs are not considered as experience)

Technical Competencies and Skills:

- Posses strong oral and written communication skills
- Work independently with little direct supervision
- Work as part of a team
- Demonstrate strong work ethic to achieve TTC's goals
- Display effective multi-tasking and time management skills
- Advanced computer and Internet knowledge a MUST

Equipment needed:

- PC compatible computer capable of using WebEx meeting Centre and Skype
- Windows XP or Windows Vista
- Headset with microphone (Logitech 350 or Logitech ClearChat Pro USB)
- DSL internet (or higher) connection (light speed is not considered high speed)
- Webcam (Logitech or similar at least 2.0 megapixels)