Position: Native English-speaker EFL Instructor in Kabul, Afghanistan  
(To apply, you must be born and raised in a primarily English speaking country such as the US, UK, Canada, or Australia.)
Report to: English Language Center Manager

The Professional Development Institute (PDI) provides executive education and professional development training. It works in close alliance with American University of Afghanistan (AUAF) academic units to provide high-quality services that advance the University’s mission and public image, and to provide the University and its supporters with more visibility and an enhanced reputation for leadership in the establishment of international best practices in commerce, business, economic development, education, and other areas within Afghanistan and the region.

Description: This is a 40 hour per week position. The EFL Instructor teaches courses offered by the Professional Development Institute holds daily office responsibilities, and duties including marketing. The courses include intermediate to advanced level general EFL courses that incorporate communicative reading, writing, listening, speaking, pronunciation and grammar skills, and will likely be required to teach specific higher level TOEFL, IELTS, GRE, test prep courses, ESP business courses such as business communications, and academic EFL reading, writing, or conversation courses. PDI’s English Language Center provides high quality English language training to a variety of clients in the private and public sectors year around.

Responsibilities and duties:
1. Deliver, according to the PDI schedule, lessons that are purposefully planned and outlined in a syllabus course schedule and managed in accordance with course objectives, class needs, and quality standards.
2. Teach up to 20 contact hours per week for the English Language Center.
3. Assist the coordinator 10 hours per week in marketing English classes. Network in the community, visit potential clients, present the range of PDI English courses, and maintain relationships with clients.
4. Perform 10 hours per week of ELC in office-related duties and responsibilities including class preparation, curriculum development, maintaining files, attending staff meetings and trainings, mentoring, placement testing, and meeting with students. If required, travel and from off-campus job sites.
5. Use textbook audio files and produce extra teaching materials, adapted to supplement the course, that are helpful and appropriate to students' needs and expectations.
6. Assess students according to ELC Center policy and write brief course end reports.
7. Set and mark homework in a timely manner. Give periodic tests during and at the end of each course.
8. Be well-prepared for classes and arrive to the classroom 10 minutes before a class starts.
9. Present a professional business image in appearance (business casual) and demeanor, respecting the Afghan culture and religion at all times. Maintain a friendly, positive, organized, service-oriented attitude.
10. Keep a running record of class attendance and grades in hard and soft copy with enough detail to enable a substitute teacher to take over the class. Be prepared to substitute for other teachers as needed.

Requirements:
You must be a native speaker born and raised in a primarily English speaking country such as the US, UK, Canada, or Australia. Preference is given to those with a Masters in TEFL, TESL, Applied Linguistics, Education, or related graduate degree, a minimum of two years overseas experience, and experience teaching intermediate to advanced EFL/ESL courses, university/college prep academic courses, TOEFL, IELTS, or GRE test prep, and ESP business communication. A minimum of a BA or BS degree with TEFL coursework and two years’ teaching experience, preferably overseas, cultural sensitivity, and ability to work with possible security risk are needed. Desirable: CELTA, DELTA or Trinity Certificate.
To apply: Please send a cover letter, curriculum vitae or resume, statement of teaching purpose, and contact information for three references to Ian Rostron, ELC Manager, at irostron@auaf.edu.af and to Jobs@auaf.edu.af. Please include “Full time EFL Instructor in Kabul” in the subject line of the email.