1. Assisted department head in establishing daily schedules, curriculum and ESL activities.
2. Created monthly academic status reports based on in-depth student evaluations.
3. Improved instruction methods by using various assessment tools and strategies.
4. Developed and taught ESL curriculum to improve students' conversational abilities.
5. Coordinated communication between students and school administration to create effective and culturally-sensitive learning environment.
6. Collaborated with teachers and department heads to meet quarterly and yearly educational goals.
7. Attended workshops to learn about student motivation and engaging learning activities.
8. Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.
9. Gave one-on-one attention to each student while maintaining overall focus on entire group.
10. Administered and graded tests and assignments to evaluate student progress.
11. Worked with average of [Number] students per class.
12. Managed several internet-based language programs.
13. Documented student attendance and progress against goals.
14. Created new lesson plans based on course objectives.
15. Developed activities and integrated technology to diversify instruction.
16. Planned coursework to introduce students to [Number] pieces of important [Type] literature.
17. Designed seasonal programs emphasizing vocabulary, pronunciation and reading comprehension.
18. Educated [Number] students in basics of English grammar and conversational speaking.
19. Emphasized critical thinking through small group activities.
20. Assigned lessons and corrected homework.