



## How do I become an inlingua independent contractor ESL instructor?

**inlingua Language Centers** is one of the premier organizations for language training in the world, with over 300 centers located on five continents. Our international headquarters are located in Bern, Switzerland, and our Florida Head Office is located in downtown Miami. Within **Florida**, we encompass ten centers, with six main locations (**Aventura, Boca Raton, Brickell [downtown Miami], Doral, Fort Lauderdale, and Weston**) and two auxiliary campuses (**Coral Gables and Key Biscayne**) in our **South Florida** region and two main locations in our **Central Florida** region (**Orlando and Tampa**). Our intensive English (ESL) programs are offered in all locations.

Our **mission** is to provide top quality English language instruction to individuals from around the world who need to learn English for general, social or academic purposes. We are committed to excellence at every step in the development and delivery of our English language training programs.



The **inlingua Department of Professional Development** is responsible for screening new English instructors. In order to become an **inlingua** independent contractor instructor, you must meet certain prerequisite qualifications and requirements in addition to following a number of predefined steps in our **Professional Development Program new instructor screening process**. Please understand that, because we insist on the highest quality standards from our instructors, becoming an **inlingua** independent contractor instructor is a competitive process. As a result, not all applicants are invited to participate in all steps of the screening process.

Please refer to the flow chart below for an outline and description of this process. If you have any questions, please feel free to contact the **inlingua Department of Professional Development** via e-mail at [lpachter@inlingua-if.com](mailto:lpachter@inlingua-if.com) (please do not contact our individual centers with inquiries regarding available teaching positions). Thank you for your interest in teaching with **inlingua**.

## Step 1: Meet All Prerequisite Qualifications and Requirements

In order to apply to become an **inlingua** Independent Contractor Language Instructor, you must meet **all of the following minimum requirements**:

1. Have excellent (native or near-native) proficiency in English. **Complete grammatical and lexical command as well as literacy skills equivalent to those of an educated native speaker of the language** are required for approval to teach English with inlingua.
2. Hold a **bachelor's degree or higher** in TESOL (Teaching English to Speakers of Other Languages) or hold a **bachelor's degree or higher** in any field and also hold an additional qualification in TESOL (such as a TEFL/TESL certificate, graduate certificate in TESOL, CELTA or DELTA). **We will not, under any circumstances, consider an applicant who lacks an awarded bachelor's degree from a fully accredited institution of higher education.** Please note that K-12 teacher certificates/licenses are not a valid qualification.

**Note:** While informal training may be helpful, it cannot substitute for formal education and training in the required knowledge base and skill set. For those applicants who hold a bachelor's degree or higher in a field other than TESOL and who also lack an additional qualification in TESOL, the required knowledge base must be documented through formal education and training (i.e., college or university coursework) and include, at a minimum, the following areas:

(a) language teaching methodologies, (b) the nature of language/linguistics, (c) the structure of English, (d) second language acquisition (SLA), (e) intercultural communication, and (f) language teaching practicum experience.

3. Have experience relevant to teaching ESL or foreign languages to students at the postsecondary (adult education) level and a demonstrated commitment to continuing education and professional development.
4. Have legal authorization to work in the United States **at the time you apply**.
5. Reside near one or more of our Florida language centers **at the time you apply**.
  - a. Due to the volume of applications we receive and the nature of our new instructor screening process, we cannot accept applications from candidates who reside beyond the regions we serve.

## Step 2: Submit Your Résumé and Cover Letter

If you meet all of the qualifications and requirements from step 1 above, then we invite you to submit your résumé and a cover letter to our **Department of Professional Development** for consideration. We search for new applicants from a number of sources (colleges and universities, direct referrals, classified advertisements, career fairs, etc.). However, regardless of how you found out about **inlingua**, you must directly submit your résumé to us. Please send your résumé via e-mail to [lpachter@inlingua-if.com](mailto:lpachter@inlingua-if.com).

**Please do not contact our individual language centers with inquiries regarding available teaching positions, as our new instructor screening process is centralized through our Department of Professional Development, which is a part of the inlingua Florida Head Office.**

We carefully review and consider all submitted résumés. However, not all applicants are invited to participate in all steps of the screening process. Selection of independent contractor instructor candidates depends not only on their experience and qualifications but also on our current capacity to provide instruction.

## Step 3: Complete the Initial Screening Process

After reviewing all submitted résumés, we will give the most qualified candidates (based on our criteria as well as current and future needs) preliminary approval. Candidates who receive preliminary approval will be contacted (usually via electronic mail) in order to further assess their skills, education, and qualifications. This part of the screening process is also designed to familiarize applicants with our company. After you complete the initial screening, you may be invited to attend our New Instructor Screening and Orientation.

## Step 4: Attend and Complete a New Instructor Screening and Orientation

The final step in becoming an **inlingua** Independent Contractor Language Instructor is to attend our New Instructor Screening and Orientation. During this two-day process, instructor candidates meet in small groups with experienced **inlingua** PDP presenters to review our contractor standards and become familiar with the resources available through **inlingua**. Please keep in mind that during your participation in the screening process, your professionalism, skills, and suitability for teaching with **inlingua** will be evaluated. Instructor candidates who successfully complete the screening and orientation process will have their information incorporated into our contractor database and are eligible to begin accepting class assignments immediately.

While the majority of applicants who are invited to attend the new instructor screening and orientation successfully complete it, the completion rate is somewhat less than 100%. You will be informed of your status soon after you complete the two-day program.