



جامعة الكويت  
KUWAIT UNIVERSITY

## Deanship of Admission & Registration

**According to the recommendation of the Faculty and Staff Affairs Committee held on 2012/02/14.**

### **Job Description for a Language Instructor**

#### **Language Instructor –Responsible to:**

##### **Job Objective:**

The holder of this position is responsible for teaching language courses to students, motivating and guiding them, preparing and supervising exams, issuing results, and participating in the development and suggestion of modern methods to improve curricula and assessment strategies.

##### **Detailed Duties and Responsibilities:**

##### **Teaching Activities:**

- Teaches language courses with a regular teaching load of fifteen (15) hours per week.
- Prepares instructional materials using the latest teaching methods and audiovisual aids.
- Ensures the implementation of the designated curriculum for the course being taught.
- Provides periodic assessments of student performance and progress, monitors their attendance, and enforces attendance and absence policies.
- Offers guidance to students in the course to help improve their performance through weekly office hours designated for student consultations.
- Participates in selecting, developing, and evaluating academic courses in line with the educational objectives of those courses.
- Administers preparatory, periodic, midterm, and final exams, and records grades and evaluations.
- Contributes to the preparation of supplementary academic materials and periodic assessments for students.
- Participates in academic activities of the center and language teaching units, especially in attending unit meetings, curriculum and exam-related meetings, seminars, workshops, and relevant training programs.
- Performs any other similar duties as assigned by the direct supervisor.



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### **Job Description for a Language Instructor**

#### **Language Exams Coordinator Activities:**

- Teaches with a regular teaching load of 12 hours per week, according to the job description of a language instructor.
- Reviews draft exams for each course and meets with course coordinators to review proposed materials.
- Reviews midterm and final exams and provides feedback to the course coordinator.
- Meets with course coordinators to determine exam dates in coordination with the unit head.
- Prepares and distributes an information sheet regarding the exams and course materials to inform students of the exam schedules, locations, and rules governing exam procedures.
- Administers make-up exams for students who missed the exam with an acceptable excuse.
- Prepares a duty schedule for all instructors during the final exam period, including tasks required before entering final grades.
- Provides guidance to instructors regarding the secure handling and entry of grades into the (Grade Keeper) system.
- Attends department meetings at the college to discuss administrative matters related to the unit.
- Submits a monthly report on the progress of the teaching process to the unit head and the center director.
- Verifies the accuracy of final grade calculations for all instructors and the distribution of each student's grades based on their performance.
- Monitors the final grades for all sections to ensure their accuracy.
- Maintains all records of course results and final outcomes each semester.
- Performs any other similar tasks assigned by the direct supervisor.



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#### **Language Course Instructor's Activities:**

- Teaches with a regular teaching load of 12 hours per week, according to the job description for a language instructor.
- Defines the course objectives to serve the needs of the relevant college students.
- Prepares the curriculum that aligns with the course objectives.
- Chooses appropriate student assessment methods and systems for distributing grades.
- Establishes standardized criteria for teaching and evaluation across all sections of the course.
- Maintains constant communication with the unit supervisor and other course coordinators on a daily basis to discuss, renew, and improve all aspects of the course curriculum and unit work during weekly meetings.
- Ensures that course materials are prepared, reviewed, and regularly updated, and provides copies for distribution to course instructors and students.
- Develops a grading scheme and assessment criteria for skills in reading, writing, and speaking.
- Holds regular meetings to evaluate the course's content and ensure that the course objectives are being met, and evaluates the curriculum's effectiveness.
- Keeps records of the course results and final grades each semester.
- Discusses with course instructors the appropriateness of the assigned textbooks and explores the possibility of modifying or removing parts that do not align with the Arabic cultural context.
- Determines and requests textbooks for the upcoming academic year.
- Performs any additional tasks assigned by the direct supervisor.



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#### **Job Relations:**

Communication and coordination with the head of the Language Unit and the coordinators of the relevant courses.

#### **Required Conditions for the Person Responsible for Course and Exam Coordination:**

- The job level of the person responsible for coordinating the courses or exams should not be less than the third job level.
- The Language Unit should have one exam coordinator.
- Course coordination requires having no fewer than five language teachers to teach the various sections of the same course.