



# **ORIENTATION AND TRAINING OF NEW INSTRUCTORS POLICY**

*Cultural Center for Language Studies*

## **1. General Statement**

CCLS is committed to meeting the latest standards and practices of language teaching and methodologies. As a response to growing trends in Communicative Language Teaching, CCLS has worked toward integrating this approach to its existing methodology. CCLS values a language education that promotes communicative competence and expressive dialogue. With these values in mind, it is our goal to orient new teachers and integrate them into the cadre of our faculty.

## **2. Teacher Compensation**

CCLS will offer no monetary compensation during the training workshop.

## **3. Aims of CCLS**

CCLS believes we have the responsibility to deliver a high quality learning experience for incoming teachers. The trainee teacher will receive a first-hand experience of teaching and will be treated like members of staff during their period of training. It is important that teachers are shown the necessary respect to boost their confidence.

## **4. Teacher Workshop Procedures**

The school Director or Academic Director will offer a 10-12-hour teacher workshop in the CCLS methodology and the classroom technology to newly hired English and Spanish instructors who will use the CCLS proprietary materials to facilitate the assimilation of the teaching techniques before they step into the classroom. English, Portuguese and Spanish instructors who will not use the CCLS methodology in their classes will receive a 3-5-hour training in CCLS teaching best practices

The school Director will offer a 3-5-hour training in CCLS teaching best practices to newly hired Portuguese instructors to discuss CCLS preferred teaching techniques and approach.

### **4.1 Workshop overview:**

- CCLS' mission
- Job description
- School policies
- Teaching goals
- Faculty meetings
- Methodology training manual
- Teacher handbook
- Class time logs
- Student attendance records
- Student performance records
- Student assignment records
- Student assessments
- Grading procedures

- Program policies and procedures for observing and evaluating teachers
- Expectations of ongoing participation in professional development

#### 4.2 The Facilitator will:

- Provide knowledge and understanding of CCLS' teaching standards;
- Ensure the trainee has access to resources during the workshop;
- Ensure that appropriate support and monitoring takes place during the workshop;
- Observe the trainee teacher and provide fair, constructive, and well-focused feedback.

#### 4.3 The Trainee Teachers will:

- Become familiar with CCLS' mission statement;
- Engage fully with the training process and make every effort to become familiar with CCLS' teaching standards;
- Conduct assigned tasks in a timely fashion;
- Be pro-active in becoming familiar with procedures they are unsure of;
- Show satisfactory teaching and classroom management skills;
- Be punctual and show professionalism in terms of dress, manner, and interpersonal relations.