



## **JOB OPPORTUNITY**

**ESL Instructors (Santa Clara, CA)** - CalCC is currently offering a part-time ESL class instructor position.

CalCC, established in 1992, specializes in quality ESL education, and TOEFL prep studies for international students. It is nationally accredited by ACCET. Our school offers small class sizes and personalized attention to help our students improve their English skills in reading, writing, speaking, grammar, and vocabulary. Courses are designed to teach them the skills to prepare them for upper level college and university as well as their professional growth and development.

We are looking for a bright, enthusiastic, and patient instructor with a sense of humor, and a love and passion to be working with international students. We look forward to hearing from you!

### **Minimum Qualifications**

Bachelor degree in a related field and/or TESOL/TEFL certification  
One year of ESL or TOEFL classroom teaching experience

### **Preferred qualifications**

Master degree in TESOL, linguistics, English, or a related area  
Bilingual

### **Duties and Expectations**

Teach, prepare and deliver lesson plans  
Maintain a classroom atmosphere conducive to learning  
Prepare and deliver assessments  
Mark and provide appropriate feedback to students on oral and written work.  
Maintain accurate record keeping for daily student attendance.  
Do Grading and related paperwork at end of every session and end of quarter  
Communicate with administration regarding planned and unplanned absences.  
Provide clear instructions and materials for Substitutes.  
Attend monthly staff meetings  
Participate in Committee meetings

### **Job Classification**

18 hours per week position -- The class schedule is Mondays, Wednesdays, and Fridays 8:30 am-2:00 pm or/and Tuesdays and Thursdays 1:20 pm to 5:00 pm

Monthly staff meeting time of 1 hour will be added to the time-card  
Committee meeting time of 2 hours will be added to the time-card  
Unpaid breaks include winter and summer breaks for 2 weeks each  
School will pay for your membership and participation in CATESOL conferences and help you to pursue your education in Masters program in TESOL  
There are no other benefits with this position at this time.

### **How to Apply**

Please submit a resume and cover letter as separate attachments. In your cover letter please address the following:

1. What drives your interest in teaching ESL classes?
2. What do you enjoy about teaching adult students?
3. Your experience teaching in a multicultural setting.