

## ESL Teaching Opportunities

**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 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 their personal and professional growth and development.

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

### Minimum Qualifications

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

### Preferred qualifications

Master's degree in TESOL, linguistics, English, or a related area Bilingual, online teaching experience

### Duties and Expectations

Teach, prepare, and deliver lesson plans and assessments

Maintain a classroom atmosphere conducive to learning

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

8-18 hours per week positions -- The class schedule is Mondays, Tuesdays, Wednesdays, Thursdays and Fridays between 8:30 am to 2:00 pm

Monthly staff meeting time of 1 hour will be added to the timecard

Committee meeting time of 2 hours will be added to the timecard

Unpaid breaks include the week off after every quarter

School will pay for your membership and participation in CATESOL conferences, and help you to pursue your education in a Master program in TESOL

There are no other benefits with this position at this time

### Compensation:

Starting with \$24 - \$30 per hour depending on education and experience

### How to Apply

Please submit a resume and cover letter as separate attachments to [info@calcc.edu](mailto:info@calcc.edu). 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 an online setting.