



JOB OPPORTUNITY

ESL Instructors (Campbell, 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.