

Pacific International Academy (PIA) at the University of Portland is currently seeking a motivated teacher to provide dynamic and effective instruction in its Intensive English program. There is an immediate opening for a part-time position for the summer term, running from June 24 to August 29. The Intensive English program promotes basic communication at the lower ability levels and more complex academic skills at higher levels. Students take courses in grammar, reading, writing, and listening and speaking. Classes will be held in person. Morning classes meet between 9:30 and 12:00, and afternoon classes meet between 1:00 and 3:30. PIA uses an alternating schedule, so each course meets twice per week. For example, Grammar classes meet at 9:30 on Mondays and Wednesdays.

JOB TITLE: English as a Second Language Instructor

CLASSIFICATION: Part-time adjunct

REPORTS TO: Academic Manager

SALARY: \$1,742 / course / term

ESSENTIAL FUNCTIONS:

- Ensure that a syllabus containing learning outcomes, grading criteria, attendance policy, and course outline is made available to students during the first class meeting, as well as any late-arriving students; the syllabus must be provided to the Academic Manager by the beginning of the first week of classes
- Prepare performance-based lesson plans pertinent to the curricula that include a variety of learning activities to support multiple intelligences and differences in students' learning approaches
- Develop assessment tools for evaluating student progress
- Provide support for students having academic, cultural, or linguistic difficulties
- Maintain accurate and current grade and attendance records
- Meet all scheduled classes on time for the duration of the class period
- Arrange for a substitute from the substitute list and contact the Academic Manager (AM)
- Attend all scheduled faculty meetings unless otherwise arranged with the AM
- Provide means of availability to students, either in person or via email
- Document sensitive correspondence with individual students by cc'ing the AM
- Stay abreast of current developments at PIA by checking email account regularly
- Develop materials (where appropriate) and share relevant materials with colleagues (via OneDrive when possible)
- Enter all midterm and final grades and comments in Campus Axxess (the PIA database)
- Complete Compliance to Curriculum and Evaluation of Assessment forms and deliver to the AM
- Complete and deliver Academic Warning forms as needed
- Coordinate and consult with other teachers, especially those teaching the same subject and level
- Contribute to textbook selection and offer feedback on curricular revisions

- Participate in continued professional development

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- English ability sufficient for accurate, professional delivery of course outcomes
- Confidence with basic computing skills, including familiarity with the Microsoft Office suite and email communications
- Collaborative and professional attitude
- Familiarity with various methodologies or teaching approaches
- Ability to create and evaluate learning activities, assessments, and materials
- Ability to pass a background check

PREFERRED SKILLS AND ABILITIES:

- Ability to use cloud computing to share or locate resources
- Expert knowledge of English grammar
- Strong motivation for professional development
- A willingness to be open-minded and culturally sensitive
- Experience with synchronous online teaching (Google Classroom, Meet/Zoom, etc.)

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

A bachelor's degree with a minimum of three months of full-time equivalent ESL or foreign language classroom teaching experience.

-or-

A bachelor's degree with a certificate in teaching ESL or foreign language that includes a practice teaching component.

PREFERRED EDUCATION AND EXPERIENCE:

- MATESOL or graduate degree in language teaching, education, or related field
- 2 or more years of demonstrated success in English language instruction
- Experience learning a foreign language or operating in a foreign culture

TO APPLY:

Please submit a résumé or curriculum vitae, along with a cover letter, to Brandon Kurtz (Academic Manager) at jobs@piaschools.edu. Please include "Summer 2024 Faculty Job Posting" in the subject line of your email. Applications are due by June 14, 2024.