

Pacific International Academy (PIA) at Warner Pacific University is currently seeking motivated teachers to provide dynamic and effective instruction for its English Basics courses. Part-time positions for the winter term, running from January 7 to March 16, 2019, are available. The English Basics courses, part of the Intensive English Language program, promote basic communication skills, such as phonics, alphabet use, greetings, common vocabulary, and so on. Experience teaching true beginner, Chinese, and/or adolescent learners is preferred. Classes will be held on a Monday/Wednesday/Friday and Tuesday/Thursday/Saturday timetable. All classes except for Saturdays will occur in the afternoon. Instructors will be considered for one or both of the timetables. Classes may be held in Sandy, Oregon.

**JOB TITLE:** English as a Second Language Instructor

**CLASSIFICATION:** Part-time temporary

**REPORTS TO:** Academic Coordinator and Academic Director

**SALARY:** Starting at \$30 / hour

**ESSENTIAL FUNCTIONS:**

1. Prepare dynamic, engaging, and effective performance-based lesson plans pertinent to the curricula.
2. Create or develop teaching materials.
3. Assist in textbook review and selection.
4. Provide general academic support and guidance.
5. Assess students' English abilities and develop support plans for areas in need of improvement.
6. Maintain accurate grade and attendance records.
7. Attend all scheduled classes and required meetings on time.
8. Maintain at least one office hour per week.
9. Stay abreast of current developments at PIA by checking email accounts and mailboxes.
10. Enter all midterm and final grades in the PIA grade database.
11. Provide support for students having academic, cultural, or linguistic difficulties.
12. Complete paperwork as required by PIA policies and class requirements.
13. Work collaboratively during faculty discussions and meetings related to program development.
14. Report on the effectiveness of course materials, learning outcomes, and student progress.
15. Review and follow PIA policies and procedures relevant to instructors and classroom management.
16. Encourage cultural sharing and sensitivity among peers, students, and stakeholders.
17. Provide a variety of learning activities and contexts to support multiple intelligences and differences in students' learning approaches.

**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

**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 adolescent learners

- Experience with true beginners

**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 [jobs@piaschools.edu](mailto:jobs@piaschools.edu). Please include "English Basics Faculty" in the subject line of your email.