

English as a Second Language (ESL): Contract
Instructor - Non-Credit
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245427>

Downloaded On: Sep. 26, 2024 11:44pm

Posted Sep. 19, 2024, set to expire Oct. 7, 2024

Job Title	English as a Second Language (ESL): Contract Instructor - Non-Credit
Department	ESL Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 19, 2024
Application Deadline	10/07/2024
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Humanities - English Education
Apply Online Here	https://apptrkr.com/5646738

Apply By Email

Job Description

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English as a Second Language (ESL): Contract Instructor - Non-Credit

San Diego Community College District

Closing Date: 10/7/2024

Position Number: 001941

Location:



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Continuing Education

Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 10/07/2024

Open Until Filled: No

Classification Title: English as a Second Language (ESL): Contract Instructor - Non-Credit

Working Title: English as a Second Language (ESL): Contract Assistant Professor - Non-Credit

Location: Continuing Education

Pay Information

Class 0, Step C - Class 6, Step C (\$6,597.26- \$8,849.03) per month based on the 2024 AFT - Faculty Salary Schedule.

Initial salary placement for this Continuing Education Instructor is commensurate with required education and related teaching experience as outlined in section A2.2 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable.

The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made with-in the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Continuing Education Instructors earn tenure after 4 years. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE



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Job Duration: 10 months

Position Number: 001941

FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: AFT/Cont Ed Faculty

Range: (na)

Position Type: Academic

Department: ESL Services

The Position

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

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At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. **Candidates who believe that they can demonstrate this commitment are encouraged to apply.**

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:

<https://sdcce.edu/organization/you-belong> President's Office:

<https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities

Under the direction of the Dean of English as a Second Language and Citizenship, the incumbent teaches courses as assigned in accordance with the catalog descriptions and course outlines. The Instructor uses a variety of teaching methodologies in open entry / open exit courses as well as managed enrollment or census-based courses.

In addition to effective teaching of a variety of ESL levels and skills, the assignment includes:

- Evaluating student progress to meet accountability standards;
- Working effectively with students from diverse backgrounds;
- Participating in curriculum design; developing teaching materials;
- Assisting in planning and organizing program activities; serving on program or institutional committees;
- Implementing District policies, regulations, and procedures; demonstrating excellent interpersonal and communication skills;
- Participating in program review and integrated planning;
- Using technology to deliver instruction and to prepare instructional materials; and
- Participating in professional development activities on a regular basis.

Qualifications

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Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages OR

- Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor OR
- Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor OR
- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in English as a second language.

Desired Qualifications

- Experience teaching ESL to adults, including beginning ESL.
- Knowledge of current methods and techniques that support second language acquisition.
- Demonstrated ability to integrate principles of Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (DEIAA) to effectively serve and teach students from diverse backgrounds.
- Demonstrated ability to plan lessons and adapt them to a variety of levels, needs, and goals within a classroom.
- Demonstrated innovation and resourcefulness in course design and materials development to promote student success.
- Demonstrated ability to effectively assess student progress.
- Participation in professional development and/or coordination activities.
- Demonstrated ability to use and integrate technology to support teaching and learning in both online and in-person modalities.
- Experience developing effective working relationships with colleagues, including student support services, instructional programs, and/or community agencies.
- Effective oral and written communication skills.

Equivalency: If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United

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States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions: Varies, depending on assignment

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application including answers to supplemental questions ;
2. Curriculum Vitae or Resume;
3. Unofficial undergraduate and/or graduate transcripts;
4. Four (4) Professional References within the online application.
5. Request for Equivalency (required if applicable).
6. Foreign Degree Evaluation (required if applicable).
7. License/Certificates/Credentials (if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

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- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**;
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment.

Posting Number: AC01081 Indicate budget number(s)

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

ESL Services

San Diego Community College District