Noncredit English as a Second Language (ESL) Instructor, Part-Time Faculty
Copper Mountain College

Job Title	Noncredit English as a Second Language (ESL) Instructor, Part-Time Faculty
Department	Academic Services
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
Apply Online Here	https://apptrkr.com/5821128
Apply By Email	

Job Description

Noncredit English as a Second Language (ESL) Instructor, Part-Time Faculty

Salary: $53.03 - $71.33 Hourly
Job Type: Part-Time
Department: Academic Services
Closing:
Location: Joshua Tree, CA
Job Number: 20240503NCESL

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Position Description

Under administrative leadership, it is the responsibility of the part-time instructor to conduct assigned classes and support advancement of the values represented by the Vision Statement and Mission Statement of the District.

We are hiring for a Noncredit English as a Second Language (ESL) Instructor- Part-Time Faculty. Please apply if you meet any of the qualifications.

**Be sure to upload the required attachments or your application may not be considered.

Duties and Responsibilities

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Publish in syllabus and maintain office hours; advise students enrolled in the instructor's classes in such matters as:
    - Course content, scope and meaning, grading criteria;
    - Major course requirements for degrees or certificates;
    - Strategies to assist students in achieving published SLOs;
    - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
    - Career opportunities related to the subject field.
- Develop and implement instruction for each class or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.
- Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- In the absence of full-time faculty in the discipline, submit textbook adoption forms for textbooks and instructional materials in a timely manner, according to the approved procedure.
- When appropriate refer students to tutoring and related student services.
- Supervise students in off-campus activities when participation is expected as part of a course requirement.
- Assign and submit grades by deadline in the manner provided by District policy and

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administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.

- Keep official records, collect data, and submit records by deadlines as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

Additional Responsibilities:

- Respond to administration with regard to the evaluation of student petitions and grievances.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Qualifications

Employment Standards:

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

Minimum Qualifications:

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

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Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in English as a second language.

Supplemental Information

Required Attachments:

- A letter of interest, no more than two pages.
- A current and complete resume
- Transcripts (Note: student copies are acceptable for application purposes; however, official copies will be required if hired)

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Hourly rate is based on degree:
PhD/EdD: $71.33/hour - Lecture. $57.46/hour - Lab.
MA/MS: $68.52/hour - Lecture. $55.20/hour - Lab.
BA/BS: $65.84/hour - Lecture. $53.03/hour - Lab.

Tentative Timeline:
First consideration will be given to candidates who apply by June 4, 2024. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement
Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit https://www.schooljobs.com/careers/cmccd/jobs/4479734/noncredit-english-as-a-second-language-esl-instructor-part-time-faculty

Contact Information

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

Contact

Academic Services

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