

ESL Instructor, Part-Time (non-credit)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251462>

Downloaded On: Jan. 15, 2025 7:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

Job Title	ESL Instructor, Part-Time (non-credit)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
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Job Description	

Posting Details

Position Information

Position Title: ESL Instructor, Part-Time (non-credit)

Requisition Number: FAC00416

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General Description

The Division of Access & Community Engagement (DACE) ESL Institute at the Community College of Philadelphia invites applications for part-time ESL Instructors.

The English as a Second Language (ESL) Institute is responsible for helping students improve their English language skills and enhancing the growth of students' abilities in the areas of college and career readiness/job preparation, citizenship, cultural integration, life skills, and active participation in society. The instructor of this part-time, non-credit course will effectively teach curriculum that is aligned with ESL standards (based on National Common Core Standards) in listening, speaking, reading and writing.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions.

Specific Responsibilities

- Willingness to participate in a collaborative and dynamic instructional program model to include involvement in the development of curriculum, syllabi and lesson plans. Ability to establish clear objectives for all lessons, units, and projects, and effectively communicate those objectives to students
- Foster the development of critical thinking and problem-solving skills through instruction and in-class student interactions.
- Provide students with the necessary resources and materials to help them understand and master course content.
- Integrate technology in the delivery of instruction, student assessment and course assessment, to enhance and improve student learning outcomes.
- Actively instruct students in the ESL content areas through proven, successful, contextualized and accelerated approaches.
- Document and assess student progress toward mastery of standards, punctual attendance, etc., providing ongoing feedback to students of their progress.

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- Participate in on-going professional development to enhance skills, instructional performance and resources to best meet the needs of students and the program.
- Deliver instruction through various modes to engage diverse learning styles and preferences (including but not limited to computer-assisted, web-based, self-paced, distance and hybrid, small group, learning communities, contextual learning, hands-on activities, on-line linkages to and examples from the workplace and career pathways).
- Possess good attention to detail and ability to provide accurate, on-time paperwork.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Demonstrate appropriate use of existing technology to further learning for students. Incorporate instructional technology to support the learning process.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration.
- Work with and inspire others to achieve college, department, and individual success. • Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Manage the learning environment with a student-centered focus. Implement diverse teaching and learning strategies that accommodate the learning styles of students.
- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention.
- Recognize the unique needs, culture, and context of students and advocate for their learning and well-being.

Minimum Qualifications

- Bachelor's Degree in Education or Adult Education with a concentration in the content area.
- Minimum of 1-year experience working with adult English language learners in an instructional capacity required.
- Proficient in the use of technology, including Microsoft Office Suite applications (Word and PowerPoint, primarily), email, internet, Zoom, and Canvas or similar learning management systems for the purposes of instruction.

Preferred Qualifications

- Master's Degree in Education or content area.

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- Relevant instructional certification.
- Experience working with low beginning proficiency ELLs.
- Demonstrated knowledge and understanding of teaching and learning theory, life skills and college and career readiness curricula for ESL and adult populations.
- Bilingual or multilingual.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com

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- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * Do you have at least a Bachelor's degree in a related field?
- Yes
 - No
4. * Do you have a minimum of 1-year experience working with adult English language learners in an instructional capacity?
- Yes
 - No
5. * Do you have in-depth knowledge of: current computer operating systems; network operating systems; current versions of Microsoft Office?
- Yes
 - No
6. * What is the highest level of education you have completed?
- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
7. * Do you have demonstrated knowledge and understanding of teaching and learning theory, life skills and college and career readiness curricula for ESL and adult populations?
- Yes
 - No
8. * Are you bilingual or multilingual?

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- Yes
- No

Documents Needed to Apply

Required Documents

1. Curriculum Vitae
2. Cover Letter/Letter of Application

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. References
5. Letters of Recommendation
6. Other Document (See Special Instructions to Applicant)

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Contact Information

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



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Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
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