

Instructor, English as a Second Language  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252273>

Downloaded On: Apr. 23, 2025 9:04pm

Posted Jan. 28, 2025, set to expire Jun. 1, 2025

<b>Job Title</b>	Instructor, English as a Second Language
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jan. 28, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Education Humanities - English
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5958734">https://apptrkr.com/5958734</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Instructor, English as a Second Language**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 03/21/2025\*;The position is now open until filled\*\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

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**\*\*During the open-until-filled period, the position will remain open; however, the posting may be removed at any time without prior notice once a sufficient number of qualified applications have been received.**

**The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Instructor, English as a Second Language, Foothill College.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**Foothill College Mission Statement:**

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Foothill College is seeking a dynamic, motivated, and collegial full-time ESL instructor with a strong commitment to the mission of California's community colleges and the role they play in the upward mobility of its adult learner populations. The successful candidate will teach the range of ESL classes, including listening/speaking, grammar, and basic to advanced composition/critical reading, with a particular focus in vocational ESL and contextualized ESL for Career Technical Education (CTE).

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Some assignments may include evening and weekend classes offered at the Foothill College main campus, the Foothill Sunnyvale Center, and/or off-site locations in the Santa Clara County area. Teaching assignments and service may be in a variety of modalities, including onsite/on-campus, synchronous online in zoom, asynchronous online, hyflex, and/or hybrid. The successful candidate will develop curricula in Vocational ESL and provide discipline expertise in the growth of the Vocational ESL program. The successful candidate will collaborate with faculty colleagues from across the disciplines, in particular those in Career Technical Education; the college's Adult Education support services team; and the college's adult school partners.

Standard duties expected of all full-time faculty include development, assessment, and revision of curricula and textbooks; program review; Student Learning Outcomes assessment; maintaining scheduled office hours; attending department/division meetings; pursuing professional growth activities; service on district and/or college committees; and working with other departments and community partners to improve student success. We seek faculty members who are themselves the life-long learners and independent thinkers we wish our students to become. We are looking for educators who are creative and responsible in their use of time and resources, who possess a clear vision for creating a democratic learning environment, and who can translate that vision into practice.

**MINIMUM QUALIFICATIONS:**

**Please be sure your application includes all of the below materials before you submit it. Incomplete applications will not be forwarded to the hiring committee for review.**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis or education with a TESL emphasis OR Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate **AND** master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech or any foreign language **OR** the equivalent.

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**PREFERRED QUALIFICATIONS:**

**We encourage individuals to apply for the position even if they do not meet all the qualifications below.**

1. Experience teaching all English language skills (listening, speaking, reading, writing, grammar) for credit and/or noncredit at the community college, secondary, and/or adult school levels.
2. Experience working with an extremely diverse and multicultural student population, including resident; international; and/or non-traditional populations, such as adult learners, adult school GED students, and/or justice-involved individuals.
3. Strong background, experience, and/or graduate course-work in teaching and curriculum for lower levels of English proficiency and vocational ESL.
4. Familiarity with contextualized ESL frameworks such as Integrated Education and Training (IET) or Integrated Basic Education and Skills Training (I-BEST).
5. Ability to work collaboratively with department/program colleagues and with colleagues across disciplines to design, revise, and implement new and existing curriculum in response to student needs and/or state/college initiatives.
6. Experience with program administration, including onboarding and assessment/placement in off-site locations, in the areas of non-credit, vocational ESL (VESL), and Career Technical Education (CTE).
7. Familiarity with the California Community College System, including the California Adult Education Program (CAEP).
8. Knowledge of and/or experience with instructional technology and/or learning management systems in a classroom and/or online/hybrid/hyflex setting.
9. Ability to speak and write standard American English sufficient to serve as a linguistic model for students.
10. Active participation in relevant professional organizations.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment.

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**Physical Abilities:**

**(Applicants should perform these physical abilities with or without reasonable accommodations)**

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

- 1.

A District on-line application to be completed at <http://hr.fhda.edu/careers/>. In the application, you

will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum **and** preferred qualifications of this position.
3. A current resume of all relevant work experience, research, and formal education and training, including relevant graduate coursework.

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4. Please prepare and submit the following items:

- A lesson plan for an activity in a beginning-level vocational ESL class for food service or hospitality, with a target learner population comprising hotel employees.

- A 1-page, single-spaced rationale for the lesson and what it demonstrates about your teaching philosophy.

5. If applicable, include the Request for Equivalency, with supporting documents, if you do not hold one of the degrees specified in the Minimum Qualifications. See below for information about the application to request equivalency. \*\*\*

\*\*\* **If you wish to request equivalency for this position** (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. There is an upload document link where you can upload this document when you go through the application process. The blank form can be obtained from this link - [http://hr.fhda.edu/\\_downloads/Equivalency.pdf](http://hr.fhda.edu/_downloads/Equivalency.pdf).

**Applicants will be REQUIRED to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense.**

**If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**HIRING RANGE:**\$72,704.57 - \$119,405.51 annually plus benefits; actual placement is based on applicant's verified education and experience.



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**For the complete Faculty Salary Schedule, go to:**

[https://hr.fhda.edu/\\_faculty-information.html](https://hr.fhda.edu/_faculty-information.html)

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

**TERMS OF EMPLOYMENT:** Full-time, Tenure-track, 10-months per year

**STARTING DATE:** Fall 2025

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

**This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring**



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**committee only upon committee request.**

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1979?c=fhda>

### Contact Information

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

#### Contact

Staff

Foothill-De Anza Community College District

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