

Foreign Language Faculty (All Languages), Part-Time
(Non-Credit)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=253151>

Downloaded On: Feb. 22, 2025 12:32pm

Posted Feb. 14, 2025, set to expire Jun. 15, 2025

Job Title Foreign Language Faculty (All Languages), Part-Time
(Non-Credit)

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Feb. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Humanities - Foreign Languages

Apply Online Here <https://www.click2apply.net/6yML26SY4VGMbTMKLC5KW4>

Apply By Email

Job Description

Posting Details

Position Information

General Description

The TRIO Upward Bound Program at the Community College of Philadelphia is in search of an experienced, energetic Foreign Language instructor to facilitate a 5-week introductory course. The course will be for rising 10th -12th graders from the Philadelphia School District participating in this

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extra-curricular college prep program aimed at potential first-generation college students from low-income households.

The class will be held at the main campus of the Community College of Philadelphia on Mondays, Tuesdays and Wednesdays beginning Monday June 23rd and ending Wednesday, July 23rd, 2025. There are two sections of the class, each one hour long with approximately 20 students per class. Classes begin at 1:00pm and end at 3:05pm. The position is 2 hours per day x 14 teaching days. Course hours may change at the discretion of the course needs, however the hours described above are currently the prescribed hours. All candidates must have child abuse clearances, FBI fingerprinting, PA State Criminal Background Checks and have completed the Child Abuse Recognition and Reporter Training within the past 5 years or renew certifications/course completion prior to start date.

All applicants **must** have a bachelor's degree and teaching experience. Interested applicants should submit a cover letter, resume and two references by Friday April 4, 2025.

*Applicant credentials will be kept on file until the end of the 2025-2026 academic year.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Facilitate a 5-week introductory foreign language course for rising 10th to 12th graders from the Philadelphia School District.
- Lead two sections of the course, each lasting one hour, with approximately 20 students per class.
- Design lesson plans and course content appropriate for high school students in a college prep

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program.

- Track and support the academic progress of students throughout the course.
- Foster an environment focused on preparing first-generation, low-income students for college.
- Maintain high energy and enthusiasm to keep students engaged in the learning process.
- Maintain required child abuse clearances, FBI fingerprinting, PA State Criminal Background Checks, and complete the Child Abuse Recognition and Reporter Training (if not already current).
- Be flexible with course schedule adjustments based on course needs as directed by the program.
- 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 advocates for their learning and well-being.

Minimum Qualifications

- Bachelor's degree in a foreign language or related field is required.
- Teaching experience with high school age students is required.

* *A Bachelor's degree in a different field may be considered if the teaching experience with high school students is directly relevant to the content area.

Preferred Qualifications

- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location Main Campus Benefits Summary

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Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or RankAdjunct FacultyMin Salary/Hourly Rate

Max Salary/Hourly Rate

Job Posting Open Date02/13/2025Job Posting Close Date04/04/2025Position TypeFacultyJob Category

Employment StatusPart-TimeSpecial 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.



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Community College of Philadelphia is an 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

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- 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 a bachelor degree in a foreign language or related field OR a bachelor degree in any field with experience teaching foreign language at a high school level?

- Yes
- No

4. * Do you have high school teaching experience?

- Yes
- No

5. * Are you bilingual?

- Yes
- No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application



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3. References

Optional Documents

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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