Employment Opportunity

English as a Second Language
Instructor/Program Chair
CR06-24 (Temporary, part-time assignments)

Apply by: Tuesday, June 20, 2006, 4:00 p.m.

About the Department
The English as a Second Language (ESL) Department is looking for faculty to join us in our pursuit of student success and professional excellence. The ESL Program serves both resident and foreign students from all over the world. It is designed to prepare non-native speakers of English to succeed in both academic and vocational classes by helping them read, write, understand and speak American English at the college level. A variety of instructional approaches, techniques and strategies, including the use of computer assisted language learning (CALL), and the ESL Lab are used to that end.

Example of Teaching Assignments
Teach English as a Second Language (ESL) courses including, but not limited to:
- Beginning ESL
- Advanced ESL

Example of Program Chair Assignments
The ESL Program Chair will be responsible for teaching beginning to advanced ESL classes, which includes speaking, listening, composition, reading, vocabulary development, and grammar. Under the supervision of the Business, English and Language Arts (BELA) Division Dean, the ESL Program Chair is also responsible for providing direction, leadership, and support to students, faculty and staff within the department.

Professional assignment also includes:
- Monitors ESL registration and course enrollment figures
- Leads the department in curriculum development and program review
- Oversees scheduling and staffing of classes
- Manages the annual budget and purchases supplies, instructional materials and equipment
- Schedules and chairs department meetings
- Schedules ESL assessment readers and conducts norming sessions
- Coordinates outreach efforts to high schools, adult schools and the business community
Qualifications Required Education and Licensure Qualifications
1. Meet the state minimum qualifications, or equivalent, or a lifetime California Community College Instructor Credential in Basic Education, (refer to attachment as it relates to state minimum qualifications and equivalency).
2. Knowledge of and commitment to teaching strategies and methods, which enhance student success at community colleges.
3. Effective oral and written communication skills.
4. Demonstrated ability to teach the courses or perform the duties effectively as described above (a teaching demonstration may be part of the interview).
5. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
6. Ability to work cooperatively with others.
7. Demonstrated ability to teach beginning through advanced ESL classes which will include composition, grammar, vocabulary, reading, speaking, listening and pronunciation.

Desired Discipline-Specific Qualifications/Performance Expectations
1. Ability and willingness to assume administrative tasks such as scheduling, budget management, and curriculum development.
2. Demonstrated knowledge of a variety of instructional approaches, techniques and strategies, including CALL.
3. Demonstrated ability to work with faculty in academic and vocational disciplines to further second language speakers’ success in course work.
4. Evidence of continued education and/or improvement of scholarship and teaching skills.
5. Demonstrated ability to develop English as a Second Language curriculum including for a workplace setting.
6. Knowledge and understanding of the linguistic and sociological needs of students whose native language is not English.
7. Bilingual ability in English/Spanish.
8. Experience in lab, learning center, and/or tutorial program.
9. Experience traveling, studying, working or living in a non-English speaking environment abroad.
10. Experience with or willingness to explore innovative teaching methodologies in addition to lecture mode.

Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

Starting Date Assignment scheduled to begin July 1, 2006, pending funding and administrative approval.

Salary $939 - $1,441 per teaching unit, per semester, depending on education and experience. Cabrillo College provides a doctoral stipend of $63 per unit for eligible adjunct faculty. One to two classes; up to nine teaching units per semester; assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.

How to Apply Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:
*EACH APPLICANT MUST SUBMIT:
1) Completed and signed Cabrillo College application.
2) Job-related resume.
3) One to three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
4) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant):
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as required.
   - Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination. (This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential).
6) Criminal History Inquiry Supplemental application form.

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure**
A search committee will review application materials. On the basis of appraisal of qualifications as documented by application materials submitted, the search committee will invite applicants for interview. If the candidate does NOT possess an applicable community college credential or the specific degree(s) listed on the next page under "State Minimum Qualifications," then he/she MUST provide evidence of equivalency as described under "Equivalency Requirements." An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present their Social Security card upon hire.

**Application Deadline**
All application materials **MUST** be received in the Human Resources Department by: Tuesday, June 20, 2006 by 4:00 p.m. (E-mail transmittals and postmarks are not accepted).

* Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.
English as a Second Language
Instructor/Program Chair
CR04-32 (Temporary, part-time assignments)
Apply by: Tuesday, June 20, 2006, 4:00 p.m.

State Minimum Qualifications and Equivalency Requirements (whichever is applicable)

State Minimum Qualifications

**ESL**

**Master's Degree** 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 Degree** in TESL, TESOL, English with TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate or any foreign language with a TESL certificate **AND**

**Master's Degree** in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language **OR**

The Equivalent.

Equivalency Requirements

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

a) Degree in related field with equivalent course work in the required discipline as indicated by transcripts and/or thesis subject.

b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).

c) Course work at an accredited institution of higher education **AND** state-approved continuing education units applicable for maintaining licensure **AND/OR** an internship for licensure **AND/OR** equivalent professional or work experience **AND/OR** equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.