
BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Principal or designee English as a Second Language (ESL) Instructors teach adults with a competency based curriculum in English literacy and civics education to immigrants and other limited English proficient populations to effectively participate in education, work, and civic opportunities in this country, to effectively communicate in English. The main duty of an ESL Instructor is, essentially, to prepare lesson plans and to teach grammar, reading, writing, listening, speaking and exposing students to the American culture.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Conduct individualized, competency-based instruction and maintain a wide variety of materials to facilitate such instruction. *E*
2. Counsel students as to academic progress, behavior and attendance. *E*
3. Develop instructional materials as needed. *E*
4. Conduct testing to meet CDE accountability requirements. *E*
5. Communicate, when appropriate, with representatives of community agencies regarding student attendance, behavior and academic progress. *E*
6. Maintain positive classroom climate; be sensitive to values and cultures of students in a multi-cultural, multi-lingual environment. *E*
7. Participate in staff meetings, curriculum development and evaluation at the program and district levels. *E*
8. Prepare appropriate reports and maintain records. *E*
9. Assist, when applicable, in the supervision of aides and other paraprofessionals. *E*
10. Employ different instructional strategies, multiple techniques, and a variety of materials to accommodate different styles of learning. *E*
11. Participate in professional growth activities. *E*
12. Demonstrate proficiency in spoken and written English, combining the qualities of accuracy and fluency. *E*
13. Demonstrate proficiency in language teaching principles and methodology. *E*
14. Be familiar with language acquisition theory as it concerns first and subsequent language learning. *E*
15. Follow a work schedule determined by the principal. *E*
16. Perform other duties as assigned.

REQUIREMENTS:

- CREDENTIAL:** Adult Education Teaching Credential: ESL; Secondary Subject Credential; or Multiple Subject Credential
- WORK YEAR:** Adult School Teacher Work Year
- SALARY:** Adult Education Salary Schedule
- EXPERIENCE:** Training and/or experience in some or all of the following: language acquisition, diagnosis of learning difficulties, individualized instruction, competency-based education, curriculum development, student counseling, use of student contracts, and alternative educational programs. Possession of the academic background and interpersonal skills necessary to meet the diverse needs of adult alternative program students.
- DESIRABLE:** Bilingual