Job Description

JOB TITLE: English as Second Language (ESL) Instructor

LAST REVISED: APRIL 2001

DEFINITION
Under administrative direction of an educational administrator, provide lecture and laboratory instruction, to
develop curriculum, evaluate performance of students engaged in the study of English as a Second Language,
and to perform other related work, as required.

EXAMPLES OF FUNCTIONS AND TASKS
Curriculum Development - ESSENTIAL: Review and evaluate curriculum in order to meet
student interests and needs within the parameters of Divisional and/or Departmental budget constraints and
availability of equipment and materials: coordinate with part-time instructors to enhance consistency of lecture
and laboratory content; coordinate with educational administrator to assure transferability of courses within the
California State University (CSU) and University of California (UC) systems: evaluate and/or revise course
descriptions, present new or revised curriculum to curriculum committee and/or other appropriate shared
governance body; make changes to curriculum as necessary and as approved within the shared governance
structure. PERIPHERAL: Review curriculum in accordance with changes in laws, regulations, and standards.

Lecture/Laboratory Preparation and Presentation - ESSENTIAL: Complete book order forms and provide
District bookstore with master copies of syllabi for printing; place appropriate reference items on reserve in the
library; prepare lesson plans to be used in a lecture and/or coordinate lectures with laboratory learning
assignments. Introduce and present lecture/laboratory information and concepts in a clear and logical manner;
use analogies and/or examples to convey important concepts; provide instructional objectives to direct student
learning; outline major points of information on board or overhead projector; enhance presentations with visual
aids and/or demonstrations and/or examples, as available; prepare and distribute handouts to clarify particularly
difficult topics; answer student questions clearly and without ridicule, improper criticism or bias; encourage
students participation; monitor student activity and takes steps to prevent and/or control unacceptable behavior;
design and develop new classroom and laboratory techniques and operation of equipment; assign homework and
laboratory assignments to students and assign research topics as appropriate. PERIPHERAL: Review and
evaluate new textbooks for content, readability, and cost effectiveness; select textbooks and/or laboratory
manuals determined to be the most useful and appropriate; attend classes, workshops, conferences and
symposiums to increase and/or update knowledge of subject matter and teaching methods and techniques; read
current literature (normally several sources - books, newspapers, periodicals, and other printed materials) to
prepare lectures; prepare, edit, and update syllabus materials for lectures and/or laboratories; review and select
and/or prepare computer and audio-visual materials for classroom and/or laboratory use; prepare typewritten
and/or graphic handouts and/or transparencies for classroom and/or laboratory use; coordinate and confer with
book publishing company sales representatives providing instructional materials; familiarize self with operation of
all equipment currently available for use and which is appropriate for the subject area; erase chalk/whiteboards
and otherwise prepare and oversee classrooms after class sessions.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests and laboratory/classroom examinations
which are understandable and which fairly evaluate student progress; monitor student activity during
examinations/quizzes and take steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly,
rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and
evaluate student responses on examination/quizzes, and mark and grade papers accordingly; assign, read and
evaluate homework assignments, projects to promote learning; tabulate scores and assign official
grades; record scores and student attendance on appropriate forms, as required; advise students on
academic matters regarding their performance; refer students to appropriate student services (for example,
ESSENTIAL: Incumbent must possess or be able to obtain prior to appointment to this faculty position a valid California Class C or higher drivers license in order to accomplish official travel in a District or privately owned vehicle.

Degrees/Experience:
ESSENTIAL: Incumbent must possess a valid 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 a Bachelor's Degree in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, or Applied Linguistics.
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with a TESL certificate, or any foreign language with a TESL certificate AND a Master's Degree in Linguistics, Applied Linguistics, English, composition, bilingual/bicultural studies, Reading, Speech, or any foreign language OR the equivalent from an accredited education institution(s).

Knowledge of:
ESSENTIAL: English as a Second Language (ESL) educational practices; current trends, issues, and changes in ESL education; resources for keeping abreast of current and pending legislation impacting ESL programs; teaching/learning principles; teaching practices and techniques; test construction; principles of supervision; basic research and report writing methods; office procedures; collaborative problem resolution procedures; computer operation, including general software packages/applications for word processing; telephone etiquette.
PERIPHERAL: Principles of counseling and guidance; basic management and budgeting procedures.

Ability to:
ESSENTIAL: Teach basic ESL classes; use English language skills well in writing, including composition, grammar, vocabulary, spelling and punctuation; write legible, clear, concise English and accurately record verbal and written information; read, proofread, comprehend, retain, and recall a variety of material in English, including numbers, basic and technical information, professional journals, and textbooks; communicate well orally in English; speak effectively in public to present information, instruct, explain, listen, and interview; utilize effective communication techniques and interpersonal skills to interact with students, staff, and the general public; interact effectively with individuals from a variety of backgrounds and with individuals having physical, psychological, or learning disabilities; work congenially and professionally with staff members and external contacts; interact effectively in with students and/or staff members in difficult circumstances and situations requiring tact, sensitivity, and diplomacy; supervise and evaluate work performed by classified support staff; and student and/or other temporary help; solve problems by collecting and analyzing data, defining problem(s), considering alternative solutions and probable outcomes, implementing action plans, and evaluating effects; work independently or collaboratively with faculty members and support staff and seek input in decision making processes; conduct meetings; coordinate and facilitate group efforts; type/keyboard and/or utilize mouse and/or otherwise operate a microcomputer to utilize general software packages/applications for word processing, to access District host computer student records and/or other databases, and to utilize District host computer network utilities for sending and receiving electronic mail; utilize writing skills; compile and maintain records and files; prepare and manage budgets; set priorities, organize work load and work flow, and establish program goals and objectives; work under stress and meet multiple deadlines; communicate effectively orally and in writing; follow oral and written directions; maintain effective working relationships with students, staff, external contacts, and the general public; listen actively and effectively; maintain sensitivity to needs of students enrolled in special emphasis programs; drive an automobile while engaged in official travel.

Physical Suitability Requirements:
ESSENTIAL: Incumbent must be able to function effectively indoors in a classroom or office environment engaged in work of primarily a moderately active nature, and to accomplish the following, with or without reasonable accommodation: Frequently: Utilize vision (near and far) to write, to read written materials and computer screens, and to observe classroom activities; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; sit, to accomplish desk work; walk, to move about classroom, office, and campus environs; stand upright and forward flexing to instruct classes and otherwise assist students; lift (from overhead, waist, and floor levels, max. 50 lbs.), carry (max. 50 lbs.), reach (from low, level, and overhead), push, pull, bend, and climb and balance on step ladder/stool to move equipment and supplies into and out of storage areas, including those above ground level; work in areas subject to falling from heights above ground level.

Faculty Salary Schedule, subject to placement at date of hire
FLSA Exempt
SCFA Bargaining Unit Status
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Classification III, Bloodborne Pathogens Exposure Control Program