Pacific International Academy (PIA) at Warner Pacific University is currently seeking motivated teachers to provide dynamic and effective English language instruction for two English courses in August.

Two positions are available for a two-week course for Japanese high school students. Teaching and field trip times will be scheduled between 8:00 a.m. and 4:30 p.m., Monday to Friday, August 2-11, plus a farewell party on August 12. A planning meeting will be scheduled for late July.

A third position is available for a three-week course for Japanese college students. Teaching and field trip times will be scheduled between 8:00 a.m. and 4:30 p.m., Monday to Friday, August 7-25, with a planning meeting scheduled in late July or early August. This position requires the teacher to drive students some days.

**JOB TITLE:** English as a Second Language Instructor

**CLASSIFICATION:** Part-time adjunct

**REPORTS TO:** Academic Manager

**TEACHING SALARY:** Two-week course: $1,250; Three-week course: $1,660

**ESSENTIAL FUNCTIONS:**

1. Prepare dynamic, engaging, and effective performance-based lesson plans pertinent to the curricula.
2. Maintain accurate grade and attendance records.
3. Meet all scheduled classes and required meetings on time.
4. Lead student groups in educational field trips.
5. Drive students to off-site locations. (3-week course only)
6. Stay abreast of current developments at PIA by checking email accounts.
7. Enter all final grades in the PIA grade database.
8. Provide support for students having academic, cultural, or linguistic difficulties.
9. Complete paperwork as required by PIA polices and classroom requirements.
10. Work collaboratively during faculty discussions and meetings.
12. Review and follow PIA policies and procedures relevant to instructors and classroom management.
13. Encourage cultural sharing and sensitivity among all stakeholders.
14. Provide a variety of learning activities and contexts to support multiple intelligences and differences in students’ learning approaches.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- English ability sufficient for accurate, professional delivery of course outcomes
Confidence with basic computing skills, including familiarity with the Microsoft Office suite, Google Classroom, and email communications
- Collaborative and professional attitude
- Familiarity with various methodologies or teaching approaches
- Ability to create and evaluate learning activities, assessments, and materials
- Valid driver's license and clean driving record (3-week course only)
- Willingness and ability to drive students in a van (3-week course only)

PREFERRED SKILLS AND ABILITIES:
- Prior experience working with Japanese students
- Ability to use cloud computing to share or locate resources
- Expert knowledge of English grammar
- Strong motivation for professional development
- A willingness to be open-minded and culturally sensitive

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

A bachelor's degree with a minimum of three months of full-time equivalent ESL or foreign language classroom teaching experience

-or-

A bachelor's degree with a certificate in teaching ESL or foreign language that includes a practice teaching component

PREFERRED EDUCATION AND EXPERIENCE:

- MATESOL or graduate degree in language teaching, education, or related field
- 2 or more years of demonstrated success in English language instruction
- Experience learning a foreign language or operating in a foreign culture

TO APPLY:

Please submit a résumé or curriculum vitae, along with a cover letter, to Brandon Kurtz (Academic Manager) at jobs@piaschools.edu. Please include “August Courses” in the subject line of your email. Applications are due by July 9, 2023. Interviews will begin the week of July 10, 2023.