Pacific International Academy (PIA) at Warner Pacific University is currently seeking a motivated teacher to provide dynamic and effective English language instruction in a three-week English course for college students in August. Teaching and field trip times will be scheduled between 8:00 a.m. and 4:30 p.m., Monday to Friday, August 8-22, 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:** $1,322.50

**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.
6. Stay abreast of current developments at PIA by checking email accounts and mailboxes.
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 policies and class 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
- Willingness and ability to drive students in a van
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 Program” in the subject line of your email. Applications are due by July 26, 2022.