JOB ANNOUNCEMENT: ENGLISH AS A SECOND LANGUAGE INSTRUCTORS

The International Programs of Outreach College, UH-Manoa, invites qualified ESL teachers to apply for its 2015 teacher pool. Successful candidates will be considered for temporary, casual positions in the New Intensive Courses in English (NICE) program, the University Preparation (UP) Program, and in customized Special English Programs (SEP) on an as needed basis throughout 2015. We currently have specific needs for short-term instructors for our summer Special English Programs and NICE programs. Interviews will be conducted as program needs arise. Appointments vary in length, from a few days up to ten weeks, with Monday through Friday daily teaching schedules ranging from two to four hours per day, usually in either the morning or afternoon. Sessions are offered at various times throughout the year, with the most teachers needed during the months of January through March and July through September.

Duties:
Prepare for and teach English as a second language classes to international students according to curriculum guidelines. Classes and curriculum vary from program to program, including but not limited to classes in skill areas such as grammar, listening, oral production, integrated skills, writing, TOEFL preparation, TOEIC preparation, conversation and culture; or classes in English for specific purposes, such as for university preparation, business, medicine, sports, tourism, etc. Other duties: assist with placement testing and student orientation; prepare scope and sequence and daily lesson plans; participate in faculty meetings; advise students and evaluate their progress; conduct off-campus educational activities with students.

Minimum Qualifications:
Bachelor’s Degree in ESL/SLS or related field* (Master’s degree in ESL/SLS or related field*, or Master’s degree in ESL/SLS within one semester of completion required for 10-week NICE, UP Program, and some special customized programs); minimum of three years of successful, recent full-time experience teaching ESL in a classroom setting; experience in ESL curriculum development; proficiency in spoken and written English commensurate with a teacher’s role as a language model; a well-rounded, extensive knowledge of and experience with American culture; understanding of and respect for a diversity of students and cultural backgrounds; OR equivalent of the above.
*Related fields usually include English, Linguistics, or Education

Desirable Qualifications: Course work in education; successful experience teaching a wide variety of courses, levels, and age groups; successful experience teaching an intensive ESL program; familiarity with existing ESL materials; overseas/cross-cultural experience; extensive experience learning a second/foreign language; evidence of professional development and involvement in the field of ESL.

Compensation: Hourly rate varies from $34.65 to $42.35 according to type of teaching assignment and instructor qualifications.

To apply: Submit letter of application, resume and two letters of recommendation via email attachment to ipteach@hawaii.edu. Inquiries: Judy Ensing (ipteach@hawaii.edu or 956-3414.)

Deadline to apply: Ongoing recruitment