



JOB ANNOUNCEMENT
Pacific Grove Adult Education
ESL INSTRUCTOR

Position is subject to sufficient enrollment

February 8, 2018

ESL Instructor ~ Level A

3 hours per day / 4 days per week (Monday, Tuesday, Wednesday & Thursday): 9:00 am – 12:00 pm

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- *Experience teaching ESL*
- *CA Teaching Credential Authorizing teaching English Language Learners*
- *Demonstrated experience teaching ESL to secondary students and/or adults*

The teacher's duties shall not be limited to the following listed performance responsibilities.

PERFORMANCE RESPONSIBILITIES:

- Use a variety of resources and teaching techniques
- Develop "Conversational" level curriculum (including cultural norms)
- Provide frequent and timely feedback to student
- Create a welcome and respectful learning environment
- Actively maintain and increase enrollment
- Track and record attendance on a weekly basis
- Maintain a safe, engaging, and respectful learning environment
- Maintain a professional appearance and demeanor
- Participate in staff development meetings
- Work collaboratively with colleagues, administrators, and support personnel
- Enforce school rules and regulations and report safety hazards
- Assume additional responsibilities as needed
- Maintain flexibility with regard to job related tasks

CREDENTIAL:

Must possess a valid California credential authorizing the credential holder to provide service to students in the area of English Language Learners.

SALARY: Starts at \$ 30.15 per hour (depending on placement on the Adult School Salary Schedule)

APPLICATION DEADLINE: February 22, 2018

EFFECTIVE: March 19, 2018

APPLICATION PROCESS:

Submit a complete application to:
Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Ave., Pacific Grove, CA 93950
Phone: 831.646.6507 / FAX: 831.646.6527

Applications are available on line @ www.pgusd.org. Complete application should include a district application, required certificates, letter of intent, updated resume, and three letters of reference.

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.