College of Extended Learning
Advertisement Request Form For Faculty Position

Program: Center for Global Engagement
Posting Title: English as a Second Language Instructor

Position Summary: San Francisco State College of Extended Learning invites applicants for part-time instructor positions in the American Language Institute (ALI)’s English for Academic Preparation Program (EAP) for the fall 2019 semester.

The ALI-EAP has provided high-quality English language instruction and support to international students for more than 58 years. Students of the EAP learn language skills needed to succeed at an American university. EAP students study reading and writing, listening and speaking, and grammar at the SF State Main Campus. At higher English-language proficiencies, students are able to take such electives as American Culture, Business English and Pronunciation. The EAP has five levels ranging from low-intermediate to advanced. For more information regarding the EAP please visit the department website at http://ali.sfsu.edu/american-language-institute.

We are seeking individuals to teach the following EAP courses across all levels:
- Reading and Writing
- Oral Communication Skills and Listening
- Grammar
- Electives including Pronunciation, American Short Stories, American Cultural Perspectives, Grammar for Written Expression and Business English

Responsibilities: The position requires instructors to:
- Provide intensive instruction using a variety of teaching methodologies and techniques
- Use existing curriculum, textbooks and readers, and make adjustments in the use of these materials based on the needs of students.
- Grade assignments, homework, exams and projects, and provide feedback to students
- Complete mid-term and final evaluation forms for each student
- Participate in at least four level meetings (meetings with teachers of the same level) throughout the semester as well as one semester completion meeting
- Be observed by academic coordinators one or more times during the semester and meet to discuss the observations.
- Complete administrative duties including but not limited to maintaining attendance records, signing forms, submitting updated syllabi and materials, and responding to emails from staff and students
- Help administer language proficiency assessments together with other instructors and staff
- Carry out new student orientation tasks in coordination with staff
- Perform other duties as assigned
Qualifications:

Minimum Qualifications:

- Possession of a Master's Degree from an accredited college or university in TESOL, Applied Linguistics, English with a TESOL emphasis or Education with a TESOL emphasis. **AND**
- Minimum of three years of ESL/EFL teaching experience in a postsecondary level intensive English or immigrant ESL program after having completed Master’s degree
- Demonstrated ability to lesson plan and teach independently, adapting curriculum as needed
- Experience with curriculum development and assessment of student learning
- Knowledge and experience with technology integration in language instruction
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff, faculty, and students.

Preferred Qualifications:

- Experience teaching in a university-based intensive English program in the U.S
- Experience with TOEFL prep instruction
- Contributions to the field including conference presentations and publishing
- Proficiency in one or more languages other than English

Appointment Terms:

This is a temporary part-time position for the fall 2019 English for Academic Preparation Program semester. There may, or may not, be a possibility to continue in the position for the spring 2020 semester.

Anticipated start date: September 2, 2019
Anticipated end date: December 16, 2019.

Fall Orientation: September 11 - 18
Instruction: September 19 – December 11 (12 weeks not including one-week fall recess)
Last date of classes and EAP commencement: December 11
Final grades due date: December 16

Teach approximately 2 – 18 hours per week in the fall semester at $65 per hour, 50 minute class hours.

Compensation is based on weekly teaching hours. Instructors are paid for 13 weeks including a 12 week term and helping with orientation activities and mandatory meetings. Traditionally, all classes are taught at the SF State main campus. It’s possible that a special class or event may be held at the downtown campus.

How To Apply:

To apply, submit a resume and a teaching philosophy statement of no more than 150 words to the Center for Global Engagement at celglobal@sfsu.edu with subject line of EAP Instructor Application. First review of applications is August 2, 2019.