Position Summary

The Intensive English Language Program (IELP) is recruiting for part-time instructors of English as a Second Language for winter and spring terms 2013. Instructors may be needed to teach courses in English as a Second Language across program levels and skills. Appointments may be offered on very short notice. Adjuncts are hired on a per term basis.

Essential Duties and Responsibilities

- Facilitate student learning as follows:
  A. Meet and teach the class at the assigned time, day, and place as stated in your contract.
  B. Present instruction based on the competences and performance levels of the course as stated in the curriculum guidelines.
  C. Maintain accurate attendance and scholastic records of students.
  D. Respond to student questions.
  E. Provide appropriate means of instructor-student communication.
  F. Participate in the university's assessment process for faculty, courses, etc.
  G. Validate that learning has taken place.
- Plan learning activities and use teaching methods designed for a variety of learning styles to help students achieve course objectives.
- Maintain a safe classroom conducive to learning.
- Participate in planning of learning materials such as outlines, syllabi, and other curriculum materials in accordance with college and department guidelines.
- Communicate with the Faculty Coordinator and meet response deadlines.
- Participate in professional development and in-service activities, as applicable.
- Perform additional duties and responsibilities as specified at the time of hire.

Key Cultural Competencies

- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
- Adhere to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Required Minimum Qualifications

A master’s degree in TESOL or closely related field.

Preferred Qualifications

1. Experience teaching in an IEP.
2. Experience teaching across program levels and skills.
3. Evidence of engaging in professional development activities.
4. Evidence of developing an area of specialization/expertise.
5. Professional Membership.
6. Relevant Training.
**Compensation**
Starting annual salary rate for this position will be dependent upon qualifications and experience.

**To Apply**
Candidates must submit a letter of interest, résumé, and contact information for three available references in hard copy or by email to:

Portland State University
Intensive English Language Program
Attention: Lisa McKinney
PO Box 751
Portland, OR 97207-0751

Email: mckinnlj@pdx.edu