

**Full-time Professional Development Specialist/Instructional Coach, Carlos Rosario International Public Charter School, Sonia Gutierrez campus**

The Carlos Rosario International Public Charter School is a nationally recognized accredited and award winning model in the field of adult education. Our mission is to provide education that prepares the diverse adult immigrant population of Washington, DC to become invested, productive citizens and members of American society who give back to family and community. The School accomplishes this through excellence in teaching and learning in partnership with the community by fostering a safe and compassionate learning environment.

The Carlos Rosario International Public Charter School has an opening for a full-time Professional Development Specialist/Instructional Coach for the Sonia Gutierrez campus. She/he serves as professional development specialist to manage staff development sessions and on-going improvement in instructional delivery for new initiatives or identified areas of need. She/he also serves as an instructional coach for new faculty members in development of instructional delivery and/or orientation to the school and procedures as well as to seasoned faculty members in areas of identified need.

This position is full time, with a 35 hour weekly schedule on Monday-Friday. This position also requires availability 2 evenings a week.

Qualifications:

- M.A. in teaching or other related field
- Minimum of three years of demonstrated teaching excellence
- Knowledge of adult education theory
- Ability to self-motivate and work unsupervised
- Proficient in Word, PowerPoint, Excel

For more information and to apply, please visit <http://www.carlosrosario.org/get-involved/employment/>

**Part-time Evening Tutor, Carlos Rosario International Public Charter School, Sonia Gutierrez campus**

The Carlos Rosario International Public Charter School has an opening for a part-time evening tutor for the Sonia Gutierrez campus. The tutor instructs students in level appropriate listening, speaking, reading and writing skills. The tutor will use a variety of student-centered instructional techniques to respond to their individual needs.

Qualifications:

- BA degree preferred
- Experience in ESL and Adult Education preferred
- Demonstrate knowledge and competence in both ESL and Adult Education
- Experience with low-level English
- Bilingual(English/Spanish) is preferred but not required
- Technology skills required: MS Word and email proficient

Schedule: 6pm-9pm(Monday-Thursday)

For more information and to apply, please visit <http://www.carlosrosario.org/get-involved/employment/>

### **Term Instructor or Assistant Professor of English Language, George Mason University**

The George Mason University, Office of the Provost, INTO George Mason University Academic Division seeks applicants for a 12-month, one-year renewable, Term Instructor or Term Assistant Professor to provide English language instruction for both Academic English and English for Academic Purposes (EAP) courses.

#### *Responsibilities:*

We seek an organized, reliable and committed faculty member to teach individually and in team-taught courses which complement the intensive English aspects of the Academic English Program, as well as the general education and language-supported aspects of the Pathway Programs offered at Mason. The initial term of appointment is for the 2015-2016 academic year with an option for contract renewal.

- Teach the equivalent of 18 contact hours, including a writing intensive course each fall and spring term and the equivalent of 10 contact hours in summer;
- Actively participate in service activities, including curriculum development/revision initiatives, meetings and curriculum planning sessions coordinated by the academic leadership, and INTO George Mason University English language proficiency assessments;
- Pursue appropriate professional development; and
- Other duties as assigned.

#### *Qualifications:*

Candidates must have a minimum of a master's degree in TESOL/TEFL or a related field, as well as successful language teaching experience (minimum of three to five years of experience is strongly desired). Candidates must demonstrate a background and interest in EAP/content-based instruction, as well as extensive experience working with international students. Candidates must be able to teach classes Monday-Friday, especially in the evenings.

Preferred candidates will have experience in language/writing tutoring; teaching first-year composition or advanced-level English as a Second Language writing; experience co-teaching or team-teaching; familiarity with the use of appropriate classroom technology; commitment to continued professional development; ability to work collaboratively; and ability and willingness to also teach at the Mason Korea campus in Songdo, Korea, for a semester or year per assignment.

A terminal degree in a relevant field is required for appointment as Term Assistant Professor, and a nonterminal master's degree is required for appointment as Term Instructor.

#### *Transcripts:*

Employee must provide the university, prior to the first day of employment, official documentation of degrees earned. International degree holders are responsible for providing a certified third-party translation and evaluation of their academic transcripts.

For full consideration, applicants must apply for position number F9985z at <http://jobs.gmu.edu/>; complete and submit the online application; and upload a cover letter, CV, graduate degree student transcript, and a list of three professional references with contact information.

EO/AA/Vet/Disabled Employer

### **ESL Division Director, The International Center for Language Studies**

The International Center for Language Studies seeks an energetic and experienced ESL professional to fill the position of Director of the ESL Division. The ESL Director is responsible for the day-to-day activities of the Intensive English Program and other ESL programs provided by the school. The director provides assistance to the President regarding policy and program activities, works closely with the sales team in marketing and

recruiting, is responsible for teacher selection and evaluation, implements policy and program decisions, resolves operational problems in a timely and effective manner, and communicates matters affecting the IEP with other staff members on a timely basis. In addition the director ensures that classes are organized, students are properly assigned and evaluated, and materials are available.

*Requirements:*

- Master's Degree in TESOL, Linguistics or related field
- Minimum 3 years of experience in teaching ESL to adult professionals
- Minimum of 2 years of experience in a supervisory and/or management role in a language school setting
- Knowledge and skills in language curriculum design, teacher training and classroom pedagogy, and international student advising
- Familiarity with F1/J1 visa regulations
- Experience with project management
- Experience in developing technical and pricing proposals
- Ability to communicate effectively in oral and written English
- Knowledge of proficiency-based language training and testing formats
- Knowledge of ILR and ACTFL skill levels a plus
- Experience living and working abroad
- Ability to work in a multicultural setting
- Strong interpersonal skills and leadership qualities
- Proficiency in a language other than English a plus

*Notes:*

Salary commensurate with experience.

All applicants, please email your resume and a cover letter to [employment@icls.com](mailto:employment@icls.com). Please submit your resume and cover letter in Microsoft Word format.

**Part-time Adult ESOL and Literacy Faculty Members, Montgomery College**

The Adult ESOL & Literacy Grant Program (AELG) at Montgomery College is seeking part-time Adult ESOL and Literacy faculty members for various sites across Montgomery County for upcoming sessions. We are currently looking for instructors to teach in our session in Spring 2016 (January – April). However, we also interview on an ongoing basis year round to maintain a pool of qualified applicants.

Please see below for possible locations/days/times:

<http://cms.montgomerycollege.edu/wdce/aelg/esol.html>

We are seeking enthusiastic and dedicated teachers who exhibit a high degree of professionalism and a strong commitment to our students, and who demonstrate the ability to motivate and educate in an engaging manner. The AELG Program provides extensive professional development with stipends for workshops and trainings, meetings and in-services.

If you are skilled, extremely flexible, and want to change lives, please apply online today!

Apply at [www.montgomerycollege.edu](http://www.montgomerycollege.edu). ; Click on the “Jobs” link at the bottom left of the page and apply for this position: “Adult ESOL & Literacy Instructor (WDCE -Part-time).” The website provides more information about the program and the requirements for the position.

Any questions? Contact [Alexander.Galen@montgomerycollege.edu](mailto:Alexander.Galen@montgomerycollege.edu).

