Position: Instructor and Reading Skills Leader, International Gateways

DEPARTMENT: International Gateways Program
IMMEDIATE SUPERVISOR: Associate Director
POSTING DATE: December 3, 2015
CLOSING DATE: Open until filled
SALARY: $50,000 to $55,000, DOQ/E Full Time Benefited
EXEMPT STATUS: Exempt level

GENERAL NATURE OF POSITION: International Gateways offers high quality English language programs, cultural experiences, and support services to international students, professionals, and visitors at San José State University who want to develop communication skills and strategies for success in a global community.

Under the direction of the Associate Director, this position is responsible for providing academic English instruction and administrative support for international students in the International Gateways programs. The position will include both teaching and non-teaching functions. The regular administrative duties will include serving as the Reading Skills Leader providing leadership and support to Gateways teachers of Reading Skills at all levels.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Basic Assignment: Instructor

- Teaching comprised of up to 12 hours of instruction plus up to 12 hours of course preparation and grading. The teaching assignment may include any combination of grammar, test preparation, written communication (reading and writing), oral communication (listening and speaking), elective, courses. Instructor duties require:
  - Curriculum and material development associated with courses taught.
  - Complete and timely submission of forms such as syllabi, level change requests, attendance records including generating warning/probationary notices, grades, etc.
  - Attending and actively participating in faculty meetings and student events.
  - Participating in research and curriculum evaluation, program development and improvement.
• Acting as resource person for hourly faculty (mentoring).
• Regularly contributing to staff development and in-service training programs.
• Providing information from professional conferences to all faculty.
• Assisting with student advising, testing and placement
• Interacting with graduate student observers.
• Other duties as determined by program needs.
• Teach classes as assigned.

Administrative Assignment: Reading Skills Leader

• Responsibility as the Reading Skills Leader; duties include but are not limited to the following:
  • Serve as resource person for Reading Skills (RS) teachers at all levels
  • Provide general oversight of RS curriculum sequencing
  • Maintain the RS section of the Teacher Hub and collect materials from teachers
  • Coordinate the selection and ordering of RS textbooks

• Other Administrative responsibilities may be assigned by the Associate Director in exchange for a reduced teaching load.

INTERPERSONAL CONTACTS:
• International students
• Campus and International Gateways staff, faculty, student employees

QUALIFICATIONS:

1) Education and Experience
• MA TESOL (or MA in related field with ESL/EFL teaching experience)
• 3 years successful teaching experience in an academic Intensive English Program
• Demonstrated teaching expertise in Reading Skills
• Administrative experience desirable

2) Knowledge, Skills and Abilities required
The applicant must demonstrate skill, knowledge and competence in these areas and be able to:
• Effectively teach a wide range of proficiency levels and a variety of skill areas.
• Speak and write standard American English sufficient to serve as a linguistic model.
• Demonstrate ability to work effectively as a part of a team.
• Demonstrate experience developing materials and curriculum.
• Demonstrate excellent communication and intercultural communication skills.
• Demonstrate commitment to professional development.
• Demonstrate computer proficiency in basic applications (Microsoft Office: Word; Excel; PowerPoint).
• Have experience living and/or studying overseas (preferred but not essential).
• Fluently speak a foreign language (preferred but not essential).

3) Physical Requirements
Busy office environment, campus classrooms, five orientation weeks throughout the year require full participation from all staff and flexible work hours.
Must be able to sit for extended periods, stand for extended periods
Will travel to different areas across the SJSU campus

4) Complexity of Duties
   Performs duties under minimal direct supervision of the Associate Director

SUPERVISORY RESPONSIBILITIES: No formal responsibilities, though may guide, direct, assign work of Student Assistants.

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code IRSL IG
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.