

## PALO ALTO ADULT SCHOOL

### Part-Time In-person ESL TEACHER for morning class: 2 OPENINGS

#### ESL Beginning-High (Level 3/6) and ESL Intermediate-High (Level 5/6)

**Job Description:** Part-time ESL teacher to teach an **in-person morning** class for Palo Alto Adult School on our Cubberley campus, 4000 Middlefield Road, Palo Alto

**Essential Duties and Responsibilities** include the following. **Other duties may be assigned.**

- Develop and present lessons consistent with the ELPS/CCR curriculum and El Civics objectives **including** digital literacy
- Prepare a course outline and syllabus stating the class goals, course content, classroom policies and procedures and methods of evaluation
- Post daily/weekly class objectives and agenda
- Administer CASAS tests and develop or implement other assessments to measure student progress
- Use a variety of instructional techniques and materials that are appropriate to the course and accommodate all learning styles
- Maintain current and accurate records of student attendance and El Civics assessments and observe deadlines for their submittal
- Demonstrate and promote punctuality
- Participate in paid **required** department meetings and monthly professional learning community activities
- Use approved textbooks and adhere to program policies and procedures

#### **Other Duties and Responsibilities**

- Demonstrate support for PAAS program goals and objectives
- Keep current in the subject area and continually work for the improvement of instructional techniques including the use of technology in the classroom.
- Implement practices that encourage student retention, progress and persistence
- Arrange for a substitute teacher when absent
- Prepare and update lesson plans and materials for substitute teachers
- Complete and submit all required data and accountability documentation in a timely manner
- Have a working knowledge of technology and computer software applications relative to instruction, assessment and teacher recordkeeping
- Maintain PAUSD email address and read and respond to email communication from the ESL Program Manager, ESL Secretary and adult school secretary

**Qualifications:** **CA Adult Ed Teaching Credential and TESL/TEFL certificate required.** MA in TESOL or Linguistics preferred. Minimum 1 year classroom teaching experience. Proficient in using Google drive. Knowledge of Zoom and Google Classroom helpful. Knowledge of CASAS testing, El Civics curricula and collaborative learning practices helpful.

**Hours:** Monday through Thursday , 9:30 a.m.- 12:30 p.m. (12 hours per week)

**Salary:** \$47.95 (Step 1 of 4)

**Benefits:** Sick leave and retirement plan

**Start Date:** August 18, 2025 (first day of instruction)

**End Date:** Open

**Application Deadline:** **Open until filled**

**How to Apply:** Please email resume and cover letter to ESL Program Manager, Lynn Tanner: [LTanner@pausd.org](mailto:LTanner@pausd.org) and/or call for more information: 650-494-2309