

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Instructional Associate, ESL Writing Center

Job# 07-063

Closing Date: 11/22/06

The Foothill-De Anza Community College District is currently accepting applications for **Instructional Associate, ESL Writing Center, Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Language Arts Division, assist the ESL program by responding to drafts of student essays. Develop, explain and demonstrate strategies to aid in student revision and editing. Elicit ideas and clarification from students. Present information to students in a logical, accurate and interesting manner. Adjust approach and feedback to students according to the expectations of individual instructors. Encourage student participation and inform students of learning materials and other available resources. Respond to student problems, questions, and concerns. Oversee the day-to-day operations of the ESL Writing Center, coordinating the ESL Writing Center program and related instructional facilities and materials. Establish and monitor the ESL Writing Center schedules for instructional personnel, tutors, and students. Design, modify, and enforce ESL Writing Center procedures and policies in consultation with the ESL department and the division dean. Maintain familiarity with the ESL curriculum and the readings and assignments of individual instructors. Develop strong working relationships with individual instructors and support staff. Maintain student records to assess progress of students. Maintain learning environment in a safe, clean, and orderly condition. Select, train, and provide work direction to student tutors and other instructional personnel in the ESL Writing Center. Oversee the ESL and English Writing Centers during summer session. Attend a variety of meetings. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree.
3. Three years experience teaching or tutoring writing to second-language learners.

PREFERRED QUALIFICATIONS:

1. Knowledge of the rhetorical elements of a strong college-level essay as well as correct English usage, grammar, spelling, punctuation, and vocabulary.
2. Knowledge of effective approaches to providing feedback on student writing and on the particular writing issues of second-language learners.
3. Knowledge of basic reference materials and effective study

techniques.

4. Knowledge of interpersonal skills using tact, patience and courtesy.
5. Knowledge of record keeping techniques.
6. Ability to provide effective instructional assistance and advice to individual students on writing skills and strategies.
7. Ability to explain accepted standards of documentation and the use of others' ideas in a culturally sensitive manner.
8. Ability to plan, schedule, train, and review the work of student tutors and other instructional personnel.
9. Ability to communicate effectively both orally and in writing.
10. Ability to establish and maintain cooperative and effective working relationships with others.
11. Ability to prioritize and schedule work.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of - Instructional Associate, ESL Writing Center.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,758.27 per month plus benefits; level N-45

Position: Full-time, Permanent, 11 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

-OVER-

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>