



Office Memorandum

DATE: July 1, 2009

TO: Prospective Applicants to Teach in the English Language Program (ELP)

FROM: Jeffrey Brandt, ELP Coordinator

SUBJECT: Qualifications for ELP Teachers

The Division of Extended Education continuously seeks well-qualified teachers for appointment in its intensive English Language Program (ELP). All teachers are classified as part-time instructors and are hired on the basis of a quarterly letter of appointment.

Required Qualifications: a Master's degree in TESOL, Education, or a related field, and teaching experience in the field of teaching English to speakers of other languages. (A Master's degree + TESOL certificate may be deemed the equivalent.) Cross-cultural sensitivity, strong written and oral communication skills, and familiarity with classroom instructional technology are also required.

Desirable Qualifications: experience in teaching in a college-level IEP; and/or knowledge of, or previous study or teaching of, a second-language.

To apply: please send or e-mail a current Curriculum Vitae, including references, and relevant transcripts or certificates (unofficial is acceptable). For employment, a CSULA application must be completed (which can be done on-line) and three letters of recommendation will be required.

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