

## Showa Boston Institute for Language and Culture

### Job Opening - ESL Instructor

English as a Second Language (ESL) Instructor, Fall 2021 "Intersession"

January 24 – March 18, 2022

Reports to: Program Director & Director of Curriculum

Employment Status: Adjunct

FLSA Classification: Exempt

Schedule: Varies

Benefits Eligible: No

Date: 11/10/2021

#### Background

Showa Boston Institute of Language and Culture is a residential academic institution established by Showa Women's University in Tokyo in 1988. Each semester it houses approximately 300 study abroad students from the main campus. The institution's mission is to increase students' English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline.

#### Position Description

Classes:

- 1) Integrated English Skills – Tuesdays and Fridays, 8:00 am – 9:40 am
- 2) Research Seminar – Mondays and Thursdays, 8:00 am – 9:40 am

\*These classes are conducted on-campus.\* To that end, candidates must live in the Greater Boston area and/or be able to on campus, on time, for all classes, meetings, orientations, etc. That stated, there is still a technology component to Showa Boston courses, so all candidates will need to demonstrate general proficiency with a standard set of skills using Zoom and learning management systems.

#### Specific Responsibilities

- Recognize that Showa Boston is a 24/7, 365 days/year campus.
- Attend all online faculty and new teacher orientations prior to the term.
- Attend all online faculty meetings and development sessions (or review the recordings and minutes shortly thereafter) for the terms when contracted to teach.
- Participate in such official Showa Boston events as opening/closing ceremonies, festivals, and other special functions during the terms when scheduled to teach...
- Develop and implement courses within the guidelines established by Showa Boston and its accreditor, CEA.
- Submit a detailed syllabus using the Showa Boston format for each class prior to first class meeting on MOODLE.
- Manage an updated lesson plan, post student assignments, and attendance on MOODLE (Showa Boston's learning management system) on a regular basis throughout the term. Upload a second copy of the syllabus on Moodle for students to access.
- Submit emergency lesson plans for each class when there is an unexpected absence.

- Evaluate student performance throughout the course and use MOODLE online grading so that students can monitor their status throughout the semester. Submit grades in accordance with deadlines.
- Submit copies of assessments used in the courses taught upon request.
- Develop and maintain good relationships with students, staff members, and other faculty members.
- Advise students on academic matters, hold office hours, and use the Academic Alert system for reporting issues with students.

Requirements:

- Master's degree. Ideally, graduate and/or undergraduate degrees and/or Certification will relate to TESOL.
- Ability to adhere to guidelines and mission of Showa Boston.
- Experience working with Japanese students is also valued.

Job Type: Contract

Job Types: Part-time, Contract

Pay: Up to \$80.00 per hour

COVID-19 considerations:

All instruction is done online. If there is a need to be on campus for any meeting or orientation, full COVID-19 social distancing and masking protocols are in place.

<https://www.showaboston.edu/>