



Allan Hancock College is accepting applications for **part-time, in-person** instructors to teach a **variety of levels** of noncredit English as a Second Language (NESL) in the Community Education Department.

### **Noncredit English as a Second Language (NESL)**

Classes may be held in the evenings, on weekends, and/or at off-campus locations. Bilingual English-Spanish preferred, but not required.

#### **Statewide Minimum Qualifications to Teach NESL:**

Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages;

**OR**

Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor;

**OR**

Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor;

**OR**

Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in English as a second language.

#### **Criteria for Equivalency for candidates not meeting minimum qualifications:**

- A bachelor's in any discipline and either (A), (B), **or** (C) below:
  - (A) Twelve (12) semester units of coursework related to ESL, or
  - (B) Course work equivalent to a TESL certificate, or
  - (C) A teaching credential authorizing instruction in the subject area and substantive (100 hours) of professional experience related to the areas of assignment. Candidates must prove that he/she has completed a TESL certificate program from an accredited institution.

## **APPLICATION PROCEDURE**

To be considered as a candidate, please submit the following materials:

- A current and complete resume listing education and professional experience.
- Transcripts and/or pertinent credentials/licenses. Copies are acceptable for the application process. Official transcripts are required if hired.
- Please submit all required documentation to:

The Community Education Coordinators at [CECoordinator@hancockcollege.edu](mailto:CECoordinator@hancockcollege.edu)

## **SCREENING PROCESS**

1. A committee screens all resumes and transcripts. Ensure the resume provides enough details regarding meeting qualifications and/or meeting AHC equivalency to teach in the discipline.
2. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities.
3. A limited number of applicants will be invited for an interview at the college at their own expense.
4. If you are selected, our recruiting team will reach out to you to discuss the next steps. Due to the high volume of applications we receive, we're unable to speak with everyone.
5. The district reserves the right to cancel any appointment or to reassign the area of service, extend time limits, reinitiate, or withdraw the recruitment/selection process at any time. Final candidates may be required to pass a pre-employment drug screening.

## **APPLICATION PERIOD**

Resumes are accepted all year long for a variety of disciplines. Submitting a resume doesn't guarantee a teaching spot. The District reserves the right to extend time limits, and reinitiate or withdraw the recruitment/selection process at any point.

## **COMPENSATION**

For information about compensation and benefits, visit [www.hancockcollege.edu/hr/](http://www.hancockcollege.edu/hr/) and search for Employee Benefits and Salary Schedule for Part-Time Faculty Noncredit.