

Guidelines for Visiting and Observing ESL Classes and Applying for a Teaching Position

One-Day Observations

1. Many campuses have designated visiting days. No appointments are necessary on designated visiting days. These visiting days and contact information for the ESL Assistant Program Chairs are as follows:

Campus	Visiting Day	ESL Assistant Program Chair
Mid City Campus 3792 Fairmount Ave. San Diego, CA 92105	Tuesdays	Corinne Layton 619-388-4534 or Steve Gwynne 619-388-4527
ECC 4343 Ocean View Blvd. San Diego, CA 92113	Mondays	Jim Brice 619-388-4809
West City Campus 3249 Fordham St. San Diego, CA 92110	Tuesdays Contact the Chair before observing	Barbara Pongsrikul 619-388-1873
Centre City Campus 1400 Park Blvd. San Diego, CA 92101	Tuesdays Contact the Chair before observing	Barbara Raifsnider 619-388-4631
North City Campus - Linda Vista Presbyterian Church 2130 Ulric St. San Diego, CA 92111	Tuesdays Contact the Chair before observing	Barbara Pongsrikul 619-388-1800
North City Campus - Miramar Campus 10440 Black Mountain Rd. San Diego 92126	Tuesdays Contact the Chair before observing	Laurel Slater Room B-302 619-388-7686
César Chávez Campus 1960 National Ave. San Diego, CA 92113	Tuesdays Contact the Chair before observing.	Barbara Raifsnider 619-230-2895

If a campus does not have a designated visiting day or you wish to observe on a different day than the designated day, please call the campus Assistant Program Chair to request permission to visit classes.

2. When you arrive at the school to observe, please check in with the school office. Explain that you would like to visit ESL classes. The office will provide you with a **visitor's nametag** and a **schedule of ESL classes** so that you know what level each class is.

3. Unless arranged differently, observations in each class should be no more than **20 minutes**.
4. Please do not interrupt the teacher or class when you enter the room.
5. If there is an empty seat, you may sit down or stand in the back of the room.
Be as unobtrusive as possible.
6. Please do not interact with students unless the instructor of the class specifically asks you to for some reason. If a student asks you a direct question, please answer as briefly as possible, so as not to interrupt the class session.
7. If you have questions about the class that you observed, please do not disturb the teacher of the class. Instead, ask to speak with the campus ESL Assistant Program Chair, who would be happy to answer your questions.
8. Any notes or information you collect during your classroom visit should be made accessible to the teacher if he or she requests it.

Guidelines for Being a Volunteer or Doing a Practicum

If you would like to observe a specific class for more than one day, for example, in order to do a 15-hour or 40-hour practicum or to be a volunteer, you need to follow these procedures:

1. Request permission to do this extended observation with the ESL Assistant Program Chair. If you would like to be a volunteer, the Chair will need to see if there is a need for volunteers at their campus.
2. The Assistant Program Chair will refer you to our ESL Dean to complete a volunteer information form and get the required fingerprinting done.
3. **There is a fee of \$52 for fingerprinting.** Before you can work in the classroom, you must have received clearance from Livescan Fingerprinting. The Office Manager of the site you wish to volunteer at will inform you or the Assistant Program Chair when your fingerprints clear.
4. Once cleared, you will be assigned to your class. The teacher will advise you on how you can be involved in the class. Please always follow the teacher's directions on how to interact with the students.

How to Apply for a Teaching Position

1. Go to the following website: www.sdccdjobs.com and complete the application online.
Follow these steps to access the application:
 - a. Click on “**search postings**” on the left.
 - b. Under “location, click on **Continuing Education**.
 - c. Under job category, click on **Continuing Education non-credit faculty/ part time/ substitute/ adjunct hourly**.
 - d. Click on “**search.**”

- e. Click on **English as a Second Language**. Read the description, especially the list of minimum qualifications. If you do not have the exact minimum qualifications, you need to complete the “**request for equivalency**” form on the left.
 - f. Click on “**Apply for this posting.**”
2. Please **print the application and send a copy to the ESL Resource Office**, Mid City Campus, 3792 Fairmount Ave., San Diego, CA 92105. Please also attach a resume and unofficial transcripts of your educational background that qualifies you to teach ESL in our program.
3. After you have submitted an application to teach in our program, the following steps will be taken to process your application:
- a. The application will be **screened by a committee** to check it for the minimum educational qualifications.
 - b. You will receive a letter that informs you of the status of your application.
 - c. If you have met the **minimum qualifications**, you will be asked to contact the ESL Resource Office to arrange for a 20-minute **demonstration lesson** in a beginning level Adult ESL classroom at one of our campuses.
 - d. Please call Gretchen Bitterlin at (619) 388-4514 for further information about the demonstration lesson and other hiring issues.

NOTE: Budgeting issues may affect the implementation of all the steps above. Gretchen Bitterlin will inform you if demonstration lessons are being postponed due to budget cuts.