

**Court Reporting Full-Time Instructor
West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=234235>

Downloaded On: May. 16, 2024 2:48pm

Posted Apr. 5, 2024, set to expire Aug. 2, 2024

Job Title	Court Reporting Full-Time Instructor
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Law Vocational/Technical
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Job Description	

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Court Reporting Full-Time Instructor

West Valley-Mission Community College District

Closing Date:

Definition:

West Valley College (WVC) is now accepting applications for a full-time, tenure-track instructor position

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in Court Reporting & Captioning, requiring the ability to teach courses from Court Reporting & Captioning. We are currently seeking applicants who have successful experience and a genuine interest in serving a wide range of students from different backgrounds, with a particular focus in serving students from historically excluded and marginalized groups.

West Valley College is a community of equity-minded educators who strive to be change agents. We are committed to providing education and access to opportunities that transform students' lives. WVC utilizes community college education to enact generational change and economic prosperity for those who are systemically disadvantaged in our local communities. As a faculty member at West Valley College, you will have access to numerous equity-centered professional development resources, such as the Fostering a Culture of Belonging Community of Practice, LGBTQ+ Inclusion Workshops, and online education and accessibility training. The college leadership intentionally builds teams, structures and environments that support faculty who themselves come from historically minoritized communities.

West Valley College continues to build plans, programs, and infrastructure to address inequities in higher education. A few notable programs and efforts include Umoja (learning community focused on the Black/African American experience); Puente (learning community focused on the Latine experience); Pride Center; El Centro Center; Black/African American Center; TRIO Student Support Services (first-generation/low income) program; Asian American, Native Hawaiian, and Pacific Islander Student Support Program; MESA- Math, Engineering, Science Achievement (first-generation/low income STEM students); Veterans Resource Center; Disability and Educational Support Programs; and the Democracy Institute.

WVC Equity and Inclusion Preamble

West Valley College is committed to addressing inequities and injustices both societally and institutionally, and recognizes that higher education, and our institution, has colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work that will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will take action with love, courage, grace, humility, and a commitment to learning and unlearning.

About the College and District

West Valley College is in beautiful Saratoga, California, on Muwekma Ohlone land. The 143-acre community college campus in the foothills of the Santa Cruz mountains and located at the southwest

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boarder of Silicon Valley is less than 15-minutes from San Jose. The campus and community are in a serene tree-filled locale, serving the Saratoga, Los Gatos, Campbell, and nearby San Jose communities. The students and employees represent vibrant and diverse backgrounds of cultures, races, disabilities/abilities, genders, ages, religions, and other identities. The student body of over 8,600 students is 23% Asian, 2% Black/African American, 31% Latine, 8% Multiracial, nearly 1% Native American, nearly 1% Pacific Islander, 4% White-Middle Eastern, and 33% White. The students are also diverse in age with 72% under 24 years old, 24% are 25-54, and 4% are 55 or over. Additionally, 12% identify as disabled.

West Valley College is part of the West Valley-Mission Community College District along with Mission College. The West Valley-Mission Community College District unites the colleges in a shared vision of educational excellence where students representing diverse experiences and identities feel connected and supported in pursuit of their goals and aspirations. The District is excited to launch its Free College Initiative in January 2024 where residents receive waived tuition and fees. West Valley College is about to celebrate 60 years of service to students and the community. WVC offers 122 associate degree and certificate programs within its seven schools; School of Science & Math, School of Health & Human Development, School of Social Sciences, School of Language Arts, School of Continuing Education, School of Professional Studies, and the School of Art & Design. In 2022-23 WVC awarded 2,130 degrees and certificates and had 672 students transfer. WVC was named a 2023 Equity Champion of Higher Education for Latinx Students for exemplary work in implementing the Associate Degree for Transfer (ADT) by The Campaign for College Opportunity. Additionally, WVC has 12 intercollegiate athletic teams including the award-winning Women's and men's Water Polo teams, and Beach Volleyball.

Saratoga and the South Bay area have nearly perfect sunny weather year-round and have robust culturally diverse communities where food, art, athletics, and cultural events are plentiful. Saratoga is less than an hour from San Francisco and Oakland.

About the Position

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

This is a full-time, 10-month, tenure-track faculty position that begins in *Fall 2024*. Instructional assignments may include day and/or evening classes, Monday through Saturday, as needed and rotate among the Court Reporting faculty. It is expected that over several semesters, all levels of Court

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Reporting offered at the college will be taught. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$83,274 to \$134,386 annually (10 months), based upon academic achievement, teaching and related experience (Academic Salary Schedule, Steps 1-9).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer paid long term disability for employee.
- Employer-provided life insurance.
- Sabbatical, Rejuvenation and Retraining Leaves.
- Banked leave provisions.
- Professional Growth and Development activities.
- 10 days sick leave accrued annually; personal necessity and catastrophic leave.
- Conference leaves.
- Opportunity for overload assignments.
- Cal STRS Retirement.
- Position is union affiliated.

Minimum Qualifications:

Education & Experience - Possess any one of the following:

1. Any bachelors degree or higher AND two years of professional experience; OR
2. Any associate degree AND six years of professional experience; OR
3. A valid California Community College Instructors Credential in the discipline; OR
4. The equivalent; AND
5. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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Examples of Duties and Responsibilities:

Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation, in-class activities, evaluation of students work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Maintain accurate class and other records.
- Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
- File a syllabus for each course with the appropriate division offices.
- Post and maintain office hours each week.
- Provide each student with a current course syllabus as required by Title 5, which includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
- Refer students to appropriate college resources.
- Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- Assume institutional responsibilities, essential to the ongoing operation and effective achievement of department, division, college and district programs.

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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