

**Part-time Faculty Pool - Non-Credit ESL  
Coast Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=108740>

Downloaded On: Feb. 16, 2019 4:36am

Posted Jul. 5, 2018, set to expire Feb. 21, 2019

**Job Title** Part-time Faculty Pool - Non-Credit ESL

**Department**

**Institution** Coast Community College District  
Costa Mesa, California

**Date Posted** Jul. 5, 2018

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Adjunct/Clinical Professor

**Academic Field(s)** Education

**Apply Online Here** <https://www.governmentjobs.com/careers/cccd/Jobs/2130341>

**Apply By Email**

**Job Description**

Golden West College – You Are Welcome Here!

Located in the coastal community of Huntington Beach, also known as "Surf City," Golden West College is regarded as one of the most beautiful campuses in Southern California. The college is highly regarded for academic quality and innovation. In its earliest years, the college was recognized for its pioneering leadership in designing learning-centered programs and services for its student body and continues in that tradition to this day.

Golden West College (GWC) has an unwavering commitment to quality education, equitable outcomes; inclusive practices; and racial, ethnic, and socioeconomic diversity. Ideal candidates for all positions at our college share our devotion to educating and improving the lives of our representative student, employee, and community populations. At this time, our college enrolls approximately 12,000 students per term; 34% are Latinx, 29% are White, 26% are Asian, 2% are African-American, 2% are

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Filipino, 0.5% are Native Hawaiian or Pacific Islander, and 5% are multiracial. GWC is an officially designated Hispanic-Serving Institution (HSI) and has an eligibility designation as an Asian American Native American Pacific Islander-Serving Institution (AANAPISI). GWC engages in regular professional development opportunities and partnerships so that we can best serve disproportionately impacted groups. Activities and connections include GWC's partnership with USC's Center for Urban Education; student and employee involvement in organizations like Puente, Student Veterans, and Gay Lesbian Alternative Straight Alliance (GLASA); a robust District Ally training program, including UndocuAlly (undocumented students), SafeZone (LGBTQ), Vet Net (veterans), and Ability Ally; and other equity minded programs; as well as a full calendar of culturally responsive events.

### Performance Responsibilities

- Provide quality instruction in accordance with established curriculum and course outlines.
- Create and maintain an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues.
- Maintain appropriate standards of professional conduct and ethics.
- Maintain current knowledge in the subject matter areas.
- Fulfill professional responsibilities of a part-time/temporary faculty member.
- Teach all scheduled classes.
- Maintain accurate records.
- Assignments may include day, evening, weekend, on-line and/or off-campus classes.

### Qualifications and Physical Demands

#### Minimum Qualifications:

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, AND

Demonstrated cultural competency, sensitivity to and understanding of the diverse academic,

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socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

Ability to contribute to campus and district-wide professional responsibilities and activities.

Ability to complement existing staff, student and community demographics in term of professional and personal skills.

Additional Required Qualifications: (certifications, licensing, etc. required in program)

### Desirable Qualifications:

1. Recent community college or lower division teaching experience.
2. Expertise and professional experience in field of course(s) to be taught.

### Conditions of Employment

Employment is on a part-time, temporary basis and contingent upon verification of employment history, background verification as governed under Education Code requirements, eligibility to work in the United States, and approval by the CCCD Board of Trustees. The hours of work and effective date of employment will be arranged with the supervisor.

This is a CONTINUOUS recruitment for an applicant POOL to fill part-time, temporary, hourly assignments on an as-needed basis. Departments or Divisions will refer to the POOL of applications on file to fill temporary assignments as the need arises. Part-time faculty applications are accepted year-round and will remain in the pool for one year. You will be contacted by the hiring manager should the department/division be interested in scheduling an interview. Please note: Possession of the minimum qualifications does not ensure an interview.

Please do not call the Office of Human Resources regarding the status of your application as this is a continuous recruitment and the applications in this pool will be reviewed by the College Dean/Hiring Manager on an as-needed basis.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910 )

The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individual's interested in advancing the District's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

**SALARY**

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Based on LHE (Lecture Hour Equivalent) in accordance with the current Part-Time Faculty Salary Schedule.

Additional Information

### APPLICATION REQUIREMENTS

To be considered for employment you must submit a complete application packet. A complete application packet includes:

A complete Coast Community College District Online Employment Application.

A current resume or curriculum vitae (upload as a separate attachment - PDF recommended).

All unofficial transcripts (upload as a separate attachment - PDF recommended). Please note that IF selected, official transcripts will be required at the time of hire/onboarding.

Answers to ALL Supplemental Questions (please provide clear and detailed responses, where applicable, as they will be carefully evaluated to determine the most qualified candidate(s) to be invited for an interview; please do not paste your resume, put "see resume" or "N/A", or leave blank).

Application for Equivalency, if applicable. Please see below for details to determine if you are required to submit an Application for Equivalency.

### APPLICATION FOR EQUIVALENCY

Candidates applying under Equivalency must complete and upload an Application for Equivalency, along with a narrative and supporting documentation, to their online employment application.

Applications will be reviewed by the Equivalency Committee in that discipline area, as needed, to determine if Equivalency will be granted to the applicant, after which you will be notified.

- Application for Equivalency (Download PDF reader) (Download PDF reader)

To see the Minimum Qualifications (MQ) for Faculty and Administrators in California Community Colleges, please click on the link below.

- California Community Colleges MQ Handbook (Download PDF reader) (Download PDF reader)

Who needs to apply for Equivalency?

1) Candidates who are applying for faculty and/or academic administrator positions, but do not meet the Minimum Qualifications for Faculty and Administrators in California Community Colleges (Download PDF reader) (Download PDF reader), may still apply to the position under an Equivalency.

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Applying on the basis of Equivalency means that the applicant feels they have a combination of education and/or experience that would be equivalent to the state minimum qualifications, allowing them to teach under the discipline. Candidates must complete and upload an Application for Equivalency, along with supporting documentation, to their online employment application.

2) Candidates who are applying for faculty and/or academic administrator positions and their required degrees are not yet posted on their transcripts at the time of application must attach a completed Application for Equivalency to their online application.

**\*\*Candidates who are applying for faculty and/or academic administrator positions and are submitting foreign transcripts must also submit a U.S. evaluation and translation from a NACES member organization. Please attach these documents to your online application.\*\***

- NACES member organizations

Additionally, in order to establish salary/class placement of hired faculty with the Coast Community College District, unless the degree is a doctorate in the discipline being taught, the highest class placement will be calculated by the number of upper division/graduate units earned past a bachelor's/master's degree. When requesting foreign transcripts to be evaluated, it is the applicant/employee's responsibility to request to have the specific units evaluated as well (i.e., include the number of units earned per course and the level of the course taken [upper division, graduate, lower division, undergraduate, etc.]).

Note: The above information does not apply to Law degrees (J.D.). All J.D. degrees must be earned from a law school accredited by the American Bar Association (ABA) or the California Bar Association (CBA).

Additional Information:

Any foreign transcripts must include a U.S. evaluation and translation and be attached to the completed application.

Regulations governing employment procedures require a completed District online application form and other required documents as stipulated in the application instructions for all positions.

Carefully read all application instructions and complete all required documents.

Be sure to review your application for accuracy and completeness before submitting. Changes cannot be made to your online application after it has been submitted.

Incomplete applications will not be considered. It is the applicant's responsibility to make sure all application fields and materials are complete.

Candidates will also be responsible for all travel expenses if selected for an interview, the Coast Community College District does not reimburse for candidate travel expenses.



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All documents submitted with your District employment application become property of the Coast Community College District and will not be returned. (Do not send original transcripts, official documents, or other materials if you are not requested to do so).

Supplemental application materials and additional information may be requested. It is important to carefully read all the vacancy instructions and provide complete answers.

Disability Accommodations

If you require accommodations in the Application or Examination Process, please notify Human Resources by calling (714) 438-4714.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A detailed list of physical demands and work environment is on file and will be provided upon request. The Coast Community College District is a multi-college district that includes Coastline Community College, Golden West College, and Orange Coast College. The three colleges offer programs in transfer, general education, occupational/technical education, community services and student support services. Coastline, Golden West and Orange Coast Colleges enroll more than 60,000 students each year in more than 300 degree and certificate programs.

Since its founding in 1947, the Coast Community College District has enjoyed a reputation as one of the leading community college districts in the United States. Governed by a locally elected Board of Trustees, the Coast Community College District plays an important role in the community by responding to needs of a changing and increasingly diverse population.

Coast Community College District is an Equal Opportunity Employer

The Coast Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity,



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gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

**Contact Information**

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

**Contact**

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