

Vocational/Hospitality Instructor (Noncredit)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=142803>

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Posted Jun. 8, 2020, removed Aug. 4, 2020

Job Title	Vocational/Hospitality Instructor (Noncredit)
Department	Career Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Jun. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
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Job Description

Vocational/Hospitality Instructor (Noncredit)

JOB TYPE: Part Time Instructor Pool

DIVISION: Santa Ana College School of Continuing Education Career Education

DEPARTMENT: Career Education

OPENING DATE: 06/03/20

CLOSING DATE: 06/30/20 05:00 PM

START DATE: As needed

SITE: Centennial Education Center

2019/2020 CEFA SALARY RANGE: Lecture Hourly Rate: \$51.89 - \$54.53

BENEFITS: Paid sick days are earned in accordance with the CEFA contract (excludes substitutes).

JOB DESCRIPTION

The Santa Ana College School of Continuing Education at Centennial Education Center wishes to

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develop a pool of qualified applicants for part-time and substitute teaching opportunities in this discipline.

Responsibilities

Teach all assigned classes, which may include evening or off-campus assignments unless excused according to Board Policy provisions. Maintain accurate records of student enrollment, attendance, and academic progress. Assist in maintaining course outline for each assigned course. Be familiar with and observe the administrative regulations as they appear in the Faculty Handbook (flex calendar obligations, course overviews, etc.). Participate in department committees and activities. Will teach a variety of courses/levels within the discipline/area of study.

JOB QUALIFICATIONS

Requirements

Minimum Qualifications (Applicants must meet one of the following):

Possess from an accredited institution: A bachelor's degree; and two (2) years of occupational (non-teaching) experience related to the subject of the course taught OR an associate degree; and six (6) years of occupational (non-teaching) experience related to the subject of the course taught. Note: A verification of employment letter must be provided to support the two (2) or six (6) years of occupational (non-teaching) experience, OR

Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, OR

The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form and provide conclusive evidence of such).

Desirable Qualifications

Experience in teaching students from diverse ethnic and cultural backgrounds and widely varying levels of proficiency preferred.

A working knowledge of and experience with student learning outcomes and assessment.

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

Educational experience - breadth and depth

Work experience - breadth and depth

Demonstrated leadership capabilities

Curriculum development

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Program development
Community involvement
Demonstrated experience in working with a diverse socioeconomic community
Credentials or minimum qualifications authorizing service in other areas of need
Demonstrated ability to work cooperatively with others
Bilingual ability (if needed)

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews, in addition to the above, may be evaluated on the following factors:

Oral communication skills
Presentation
Problem solving skills
Successful teaching, problem solving or performance dem
Writing skills/demonstration

Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. A predetermined set of questions will be asked during all interviews. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online by the specified closing date for the position.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

Curriculum Vitae (Required)
Unofficial Transcripts showing that the minimum qualifications are met (Required)

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x- ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the UnitedStates. Cost of TB testing, fingerprinting and the fee for criminal record check will be

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paid for by the candidates.

The Rancho Santiago Community College District is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Office for assistance.

To apply, visit:

[url=https://apptrkr.com/1926584]https://www.governmentjobs.com/careers/rscdd/jobs/2787088/vocational-hospitality-instructor-noncredit?keywords=hospit&pagetype=transferJobs

Contact Information

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

Contact

Career Education
Rancho Santiago Community College District

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