

Cooperative Education Coordinator/Work Experience  
Instructor (Full-time Tenure-Track Faculty Position)  
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=146834>

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<b>Job Title</b>	Cooperative Education Coordinator/Work Experience Instructor (Full-time Tenure-Track Faculty Position)
<b>Department</b>	Education
<b>Institution</b>	San Mateo County Community College District San Bruno, California
<b>Date Posted</b>	Sep. 29, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Education
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2010202">https://apptrkr.com/2010202</a>

**Apply By Email**

**Job Description**

Cooperative Education Coordinator/Work Experience Instructor (Full-time Tenure-Track Faculty Position)

San Mateo County Community College District

Posting Number: 2014236F

Department: Strategic Partnerships and Workforce Development

Location: Skyline College

Position Number: 2F0118

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Percentage of Full Time: The work year is 175 days (10 months of service).

FLSA: Exempt (does not accrue overtime)

Months per Year: 10

If other, please specify:

Salary Range: Initial placement with a Masters degree can range from \$71,328 up to \$89,496 per year; and a Ph.D. can range from \$81,732 to \$95,544 per year.

Note:

Min Salary:

Max Salary:

Position Type: Faculty Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be

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found on [[url=http://skylinecollege.edu/prie](http://skylinecollege.edu/prie)] Skyline Colleges Office of Planning, Research and Institutional Effectiveness (PRIE) website.

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. An equity-minded individual is a person who already does or has demonstrated the desire to:

- (1) Understand the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
- (2) Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility;
- (3) Encourage positive race-consciousness and embrace human difference;
- (4) Reflect on institutional and teaching practices and aim to make them more culturally responsive; and
- (5) Strategically build buy-in and participation among colleagues for equity-related initiatives.

The San Mateo County Community District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals. All departments strongly encourage collaboration across disciplines to create inclusive, integrated, and interdisciplinary learning experiences. College faculty are expected to be knowledgeable about, and willing to use, different learning and teaching methods appropriate to the students they serve.

The Position:

The College seeks a full-time, tenure track faculty member in Cooperative Education/Work Experience. The ideal candidate will share the College's commitment to educating a racially and socioeconomically diverse student population.

This position will begin Fall 2020.

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Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Teach, coordinate, and monitor Cooperative Education educational programs and deliver transfer-level course experiences using culturally-responsive pedagogy
2. Integrate affective domain and career readiness competencies as a regular part of a student-centered curriculum
3. Understand and use effective practices for engaging African-American, Latinx, Filipino, and Pacific-Islander students, and other disproportionately-impacted groups who are historically underrepresented and underserved in traditional classrooms
4. Maintain expertise in current teaching methodologies and curricula and develop instructional materials and techniques to close the equity gaps experienced by African Americans, Latinx, Filipinos, Pacific Islanders and other disproportionately-impacted students
5. Consult with students and industry professionals during regularly scheduled office and workplace site visits
6. Assist in new course development, curriculum assessment, and revision
7. Participate in the development and/or selection of course materials, equipment, and technology to enhance department course offerings and delivery of service
8. Participate as a member of department, division, and college committees
9. Perform other professional duties as required by contract and general institutional needs
10. Promote the value of cooperative education and support students in gaining/identifying cooperative education course experiences while succeeding in the workplace. Work with students individually and in groups to prepare for skill advancement and professional growth and to reflect upon their work experience. The Cooperative Education faculty member collaborates extensively with academic divisions to enhance and develop program specific experiential learning programs

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11. Develop and implement marketing strategies and materials to maximize the impact of the cooperative education program; conducts outreach, recruits students, and utilizes current and relevant technology in the engagement
12. Assist and coordinate the overall, sustained growth and delivery of a structured, academically integrated cooperative education program
13. Establish, foster, and maintain relationships with students, employers, faculty peers, and job placement coordinators, with the goal of identifying/supporting cooperative education experiences for students; work with students to match, guide and support career-related cooperative education experiences with career goals
14. Collaborate with job placement coordinators to identify employers interested in cooperative education experiences for their employees
15. Plan and coordinate activities, such as student orientation, informational sessions, career development sessions, and program launch and wrap-up events
16. Monitor and administer application and selection process for Cooperative Education students
17. Collaborate with students to develop measurable learning objectives for their cooperative education experience; formulate the number of cooperative education credits for each work term; establish expectations and reporting between faculty member, employer, and student; conduct and analyze the employer evaluation of students work skills and professional development; assign a grade to the student for the cooperative education experience based on the employer evaluation and assessment of student progress
18. Engage and coordinate Cooperative Education faculty around key institutional efforts and provide updates when requested
19. Collaborate with career counselors, career readiness, and job placement staff and other stakeholders on campus as part of overall career development and program advancement across campus
20. Maintain employer and student contact log, maintain records on student achievement, attendance, and performance, attend, evaluate, and observe workplace sites, and on-the-job performance of students

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21. Collect and evaluate program data, prepare summary reports on Cooperative Education experiences and student participation

22. Utilize technology for innovative program design and instructional engagement strategies to include the development of online resources available through CANVAS or other online repositories and integration of E-Portfolios and LinkedIn tools

23. Participate in on-going departmental and campus training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, and procedures, and resources and services available to students; stay current with technology, assessment tools, and methods to best meet the mission of the college and Cooperative Education program

24. Support the Colleges student-ready approaches, early alert program, and other related retention initiatives and collaborate with college faculty and staff to facilitate student success, retention, and persistence

Minimum Qualifications:

Possession of a Masters degree or above in any discipline in which work experience may be provided at the college OR any Bachelors degree plus two years of professional experience in any discipline in which work experience may be provided at the college OR any Associate degree plus six years of professional experience in any discipline in which work experience may be provided at the college OR the equivalent (see below)

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as these factors relate to the need for equity minded-practice both within and outside of the classroom

Physical Requirements:

Equivalence to Minimum Qualifications:

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application indicating one or more of the following:

Degree Equivalence

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The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

**Academic Background Equivalence**

Related to disciplines in which a Masters Degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

- i) a broad cultural education usually met by the general education requirements for any Bachelors or Associates Degree, and
- ii) a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

**Professional Achievement Equivalence**

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

**Knowledge, Skills and Abilities:**

**Subject matter preparation:**

1. Successful experience in teaching or evidence of preparation to teach the full range of college work experience programming
2. Direct experience with cooperative education or a similar form of experiential education
3. Knowledge of and ability to follow college policies and procedures
4. Knowledge of current technologies and word processing, database, presentation, CANVAS, LinkedIn and spreadsheet software, specifically Microsoft Office applications, Ellucian Banner, and DegreeWorks
5. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through completion with attention to detail



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6. Ability to work independently while contributing to team environment
7. Ability to analyze problems, identify solutions, and take appropriate action, resolve problems using independent judgment and decision-making processes  
Evidence of outstanding ability as a teacher:
8. Ability to motivate students from a broad spectrum of academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
9. Ability to use teaching methods that emphasize cooperation and collaboration and that engage students actively in their studies, encouraging them to become effective readers, critical thinkers, and independent learners
10. Ability to organize and explain materials in ways appropriate to students with differing abilities, levels of preparation, and cultural experiences
11. Ability to consistently and appropriately monitor and assess students progress and provide substantive feedback
12. Commitment to integrated and appropriate use of technology in teaching and learning in environments, such as computer-assisted or smart classrooms
13. Commitment to ongoing professional development, including the ability to reflect upon, evaluate, and modify ones own pedagogy to meet students needs and to share insights with colleagues
14. Enthusiasm for, understanding of, and commitment to the role and purpose of the community college  
Evidence of effectiveness as a colleague:
15. Ability and desire to work collaboratively with faculty and staff to enhance instruction, curriculum, student learning support, and student success
16. Commitment to working with faculty as well as administrative and classified staff in a spirit of collegiality
17. Commitment to the professional responsibility of serving on participatory governance committees

Preferred Qualifications:

Recent experience working in the classroom with racially minoritized and other disproportionately-



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impacted students and an understanding of how historical patterns of exclusion of these groups within higher education and particular fields shape patterns of participation and outcomes

Willingness to examine and remediate ones instructional, relational, and classroom practices to more effectively engage and support racially minoritized and other disproportionately impacted students

Experience and skill with addressing inequity in the classroom and on campus

Experience and expertise in culturally-responsive teaching

Demonstrated ability to address equity gaps

Demonstrated knowledge of the implications of the Hispanic-Serving Institution designation for institutional, departmental and instructional practices

Benefits:

Benefits include a choice of medical plans, dental coverage, vision care, sick leave, salary continuance insurance, and an optional tax-deferred flexible benefit plan. Coverage is offered for employees and all eligible dependents. Academic employees participate in the State Teachers Retirement System, a defined-benefit retirement plan through the State of California. Employees may also be eligible for various first-time home-buyer programs.

Open Date: 03/12/2020

First Review Date: 11/13/2020

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position)

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2. A resume that details all relevant education, training, and teaching experience (including courses taught), and other work experience

3. Undergraduate and graduate academic transcripts (copies accepted)

Unofficial copies of all undergraduate and graduate academic transcripts may be submitted with the application; official copies will be required at the time of the interview.

4. A cover letter that includes discussion of the following questions:

What do you feel are the best strategies for supporting students who have been historically marginalized?

Think of the most successful class you have taught. What were the key factors in creating that success for racially-minoritized and other underserved disproportionately disadvantaged students?

How is your teaching approach culturally-responsive to the students you serve?

If you have any questions regarding your application, please contact:

SMCCCD Office of Human Resources  
3401 CSM Drive, San Mateo, CA 94402  
Tel.: (650) 574-6555 Fax (650) 574-6574  
Web Page: [www.smccd.edu/hr](http://www.smccd.edu/hr)

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)  
Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs in order for it to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by a U.S.-based credentials evaluation service. The District currently accepts evaluations from agencies approved by the California Commission on Teacher Credentialing.

2. Submit verifications of prior employment

3. Satisfactory references

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4. Successfully being cleared for employment through the background checking process  
In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States

6. Approval of your employment by the SMCCCD Board of Trustees

7. Provide a certificate of Tuberculosis exam for initial employment.

8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

#### EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

#### Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

#### Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2019 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2019 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2019 Annual



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Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2019

[url=https://www.smccd.edu/publicsafety/2019%20SMCCCD%20Annual%20Security%20Report.pdf]  
Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [url=https://apptrkr.com/2010202]https://jobs.smccd.edu/

### Contact Information

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

### Contact

Education

San Mateo County Community College District

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