

**Part-Time Human Services Instructor (Pool)  
San Mateo County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=147019>

Downloaded On: Jan. 22, 2021 7:15am

Posted Oct. 1, 2020, set to expire Jan. 27, 2021

<b>Job Title</b>	Part-Time Human Services Instructor (Pool)
<b>Department</b>	Administration
<b>Institution</b>	San Mateo County Community College District San Mateo, California
<b>Date Posted</b>	Oct. 1, 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>	Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2012471">https://apptrkr.com/2012471</a>

**Apply By Email**

**Job Description**

Part-Time Human Services Instructor (Pool)

San Mateo County Community College District

Posting Number: 2014194F

Department: Human Resources DIST (DEPT)

Location: Caada College, College of San Mateo, Skyline College

Position Number: PTF100

Percentage of Full Time: Varies



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FLSA: Exempt (does not accrue overtime)

Months per Year: other

If other, please specify: Semester assignments as needed

Salary Range: Placement on the adjunct faculty salary schedule is based upon education and credited experience. Initial placement can range from \$71.87 up to \$97.21 per hour.

Note:

Min Salary:

Max Salary:

Position Type: Part-Time Faculty, Temporary

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 [\[url=https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf\]](https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf) 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:

San Mateo County Community College District is home to Caada College, College of San Mateo, and Skyline College. All three of our colleges have been designated as Hispanic Serving Institutions. The District enrolls approximately 23,000 students, the majority of whom are from minoritized populations. Of the students within the District, 2.8% are African-American, 0.2% are American Indian, 16.4% are Asian, 10.4% are Filipino, 24.6% are Latinx, 1.6% are Pacific Islander, 24.0% are White, 17.8% Multi-

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Ethnic, and 2.2% are unknown.

### 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.

Your cover letter must include 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?

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

### The Position:

The Colleges seek a part-time faculty member in Human Services. The ideal candidate will share the Colleges' commitment to educating a racially and socioeconomically diverse student population.

This position is a pool position meaning that openings may or may not be currently available. The District maintains a pool of applications for positions which are needed on an ongoing basis at Canada College, College of San Mateo, and Skyline College. The advantage of pool positions is when a position becomes available, the Dean may immediately begin screening applications from the available pool of applicants without having to post a position and wait while the position is being advertised. Your application for this position will be kept current for a period of three years.

### 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 classes as assigned from the regular Human Services curriculum, including the ability to teach courses in social work, counseling, and case management
2. Assist in curriculum assessment and revisions and new course development
3. Consult with students during regularly scheduled office hours
4. Maintain expertise in current teaching methodologies and curricula
5. Perform other professional duties as required by contract and general institutional needs

### Minimum Qualifications:

Possession of any Bachelors degree AND two years of professional experience OR an Associate degree AND six years of professional experience OR the equivalent (see below)

Demonstrated cultural competence, 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, faculty, and staff

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

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:

1. Up-to-date knowledge of and experience with the various sub-disciplines and content in the field of human services
2. Understanding and commitment to the role and purpose of the community college

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3. Ability to organize and explain materials in ways appropriate to students with different abilities, levels of preparation, and cultural experiences
4. Knowledge of and experience with technology and programs applicable to classroom teaching (i.e. multimedia methods of instruction)
5. Strong communication and leadership skills

Preferred Qualifications:

Licensed Clinical Social Worker  
Possession of a Masters degree

Benefits:

Academic employees participate in the State Teachers Retirement System (STRS), a defined-benefit retirement plan through the State of California or they may choose to participate in the STRS Cash Balance program or Social Security.

Open Date: 12/04/2018

First Review Date:

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required application materials will be screened on the basis of Requirements and Desirable Skills and Abilities listed in this announcement. Candidates for interview will be selected from among those who most closely meet the requirements and desirable skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to provide a teaching demonstration or demonstrate other job-related skills.

Conditions of Employment:

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

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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

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.

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Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2018 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 2018 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 2018 [url=http://smccd.edu/publicsafety/2018%20SMCCCD%20Annual%20Security%20Report.pdf] Annual Security Report is now available. The Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. You can 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/2012471]https://jobs.smccd.edu/

**Contact Information**

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

**Contact**

Administration  
San Mateo County Community College District