

Part-Time Administration of Justice Instructor (Pool)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150087>

Downloaded On: Jan. 22, 2021 1:51pm

Posted Nov. 20, 2020, set to expire Jan. 25, 2021

<b>Job Title</b>	Part-Time Administration of Justice Instructor (Pool)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Santa Clara, California
<b>Date Posted</b>	Nov. 20, 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>	Law
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2082414">https://apptrkr.com/2082414</a>

**Apply By Email**

**Job Description**

Part-Time Administration of Justice Instructor (Pool)

West Valley-Mission Community College District

Closing Date:

Definition:

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

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Assignment:

This position is a part-time position as an Associate Instructor. The teaching assignment may require teaching lecture-discussion courses during day, evening or on Saturday and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: Mission College, Santa Clara, CA

Salary and Benefits:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$26,467-\$37,149 per semester; and is based on academic achievement, teaching and related experience.

Minimum Qualifications:

1. Education Possess any one of the following:

\* Any bachelors degree AND two years of related professional experience; OR

Any associates degree AND six years of related professional experience.

\* Valid California Community College instructor credential appropriate to the subject; OR

\* The equivalent of the above.

AND

2. 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.

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 for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-



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line, maintenance of currency in the subjects taught.

- \* Maintain accurate class and other records required by the college.
- \* Submit, when due, attendance rosters and grade reports.
- \* Follow course outlines as filed in the instruction offices.
- \* Maintain office hours each week, at .5 hours per week per section.
- \* Observe, support and enforce the regulations, policies and programs of the District and college.
- \* Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- \* Refer students to appropriate college sources for information on counseling and other student services.
- \* Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- \* Work cooperatively within the college community.
- \* Foster an environment that protects academic freedom within the college community.
- \* Foster a positive working environment that is free from harassment, prejudice and/or bias.
- \* Demonstrate a respect for the dignity of each individual.

For more information on this position and to apply, please visit our website at the following link:  
[url=https://apptrkr.com/2082414]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) 7412174 to arrange for assistance.

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

### Contact Information

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

### Contact

N/A

West Valley-Mission Community College District

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