

Adult Education Instructor(s) Civics, Part-Time Faculty  
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=235647>

Downloaded On: Jul. 3, 2024 1:48am

Posted May 6, 2024, set to expire Aug. 31, 2024

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Adult Education Instructor(s) Civics, Part-Time Faculty               |
| <b>Department</b>           | Academic Services   |
| <b>Institution</b>          | Copper Mountain College<br>Joshua Tree, California                    |
| <b>Date Posted</b>          | May 6, 2024   |
| <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>    | Vocational/Technical<br>Education                                     |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5233416">https://apptrkr.com/5233416</a> |

**Apply By Email**

**Job Description**

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**Adult Education Instructor(s) Civics, Part-Time Faculty**

**Salary:** \$53.03 - \$57.46 Hourly

**Job Type:** Part-Time

**Department:** Academic Services

**Closing:**

**Location:** Joshua Tree, CA

**Job Number:**

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2024-05-02AEI

### Position Description

Under administrative leadership, it is the responsibility of the part-time instructor to conduct assigned classes and support advancement of the values represented by the Vision Statement and Mission Statement of the District.

### NOW HIRING FOR FALL 2024!

Applications will be reviewed as they arrive.

We are hiring for Adult Education Instructors to support civics instruction and students preparing for their citizenship. Please apply if you meet any of the qualifications.

**\*\*Be sure to upload the required attachments in order for your application to be considered\*\***

### Duties and Responsibilities

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Publish in syllabus and maintain office hours; advise students enrolled in the instructor's classes in such matters as:
  - Course content, scope and meaning, grading criteria;
  - Major course requirements for degrees or certificates;
  - Strategies to assist students in achieving published SLOs;
  - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
  - Career opportunities related to the subject field.
- Develop and implement instruction for each class or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.
- Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.

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- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- In the absence of full-time faculty in the discipline, submit textbook adoption forms for textbooks and instructional materials in a timely manner, according to the approved procedure.
- When appropriate refer students to tutoring and related student services.
- Supervise students in off-campus activities when participation is expected as part of a course requirement.
- Assign and submit grades by deadline in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- Keep official records, collect data, and submit records by deadlines as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

### Additional Responsibilities:

- Respond to administration with regard to the evaluation of student petitions and grievances.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

### Minimum Requirements:

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Bachelor's degree in any discipline, and six semester units in American history and institutions.

**Required Attachments:**

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts for Master's and Bachelor's degrees from an accredited college or university (student copies are acceptable for application purposes but official transcripts will be required if hired.)
3. A cover letter

**Hourly rate is based on degree:**

PhD/EdD: \$71.33/hour - Lecture. \$57.46/hour - Lab.

MA/MS: \$68.52/hour - Lecture. \$55.20/hour - Lab.

BA/BS: \$65.84/hour - Lecture. \$53.03/hour - Lab.

**Tentative Timeline:**

First consideration will be given to candidates who apply by June 4, 2024. Applications will be accepted until the job posting is removed.

*Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.*

\*All dates are subject to change based on availability

**Equal Opportunity Statement**

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.



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To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4479744/adult-education-instructors-civics-part-time-faculty>

**Contact Information**

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

**Contact**

Academic Services  
Copper Mountain College

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