

**Part-Time Accounting Instructor (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237024>

Downloaded On: Jun. 30, 2024 10:18am

Posted Jun. 4, 2024, set to expire Oct. 1, 2024

<b>Job Title</b>	Part-Time Accounting Instructor (Pool)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Santa Clara, California
<b>Date Posted</b>	Jun. 4, 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>	Business
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5302258">https://apptrkr.com/5302258</a>

**Apply By Email**

**Job Description**

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**Part-Time Accounting 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

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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.

**Assignment:**

This position is a part-time position as an Associate Instructor in Accounting. 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 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 \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

**Minimum Qualifications:**

1. Education - Possess one of the following:

- \* Masters degree in accountancy or business administration with accounting concentration; OR
- \* Bachelors degree in business with accounting emphasis or business administration with accounting emphasis or economics with accounting emphasis, AND masters degree in business, business administration, business education, economics, taxation, or finance; OR
- \* Bachelors degree in accountancy or business administration with accounting concentration, AND a CPA license; OR
- \* A valid California Community College Instructors Credential in Accounting; OR
- \* The equivalent of the above.

AND

2. Demonstrated ability to effectively work with persons of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

**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, in-class activities, evaluation of students work, consultation with students outside of class, maintenance of currency in the subjects

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taught and other efforts related to the teaching of the assigned classes.

- \* Maintain accurate class and other records conforming with state requirements and stated District and college needs.
- \* Submit, when due, all necessary reports such as attendance, grade reports, rosters and class schedules.
- \* Follow course outlines as filed in the appropriate 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:**

[wvm.peopleadmin.com](http://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) 741-2174 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



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