

Part-Time Noncredit Vocational-Digital Literacy (Computer Skills) Instructor (Pool)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237039>

Downloaded On: Jun. 30, 2024 10:19am

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

**Job Title** Part-Time Noncredit Vocational-Digital Literacy (Computer Skills) Instructor (Pool)

**Department**

**Institution** West Valley-Mission Community College District  
Saratoga, California

**Date Posted** Jun. 4, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor

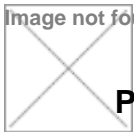
**Academic Field(s)** Education

**Apply Online Here** <https://apptrkr.com/5302333>

**Apply By Email**

**Job Description**

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**Part-Time Noncredit Vocational-Digital Literacy (Computer Skills) Instructor (Pool)**

**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 is a part-time position as an Associate Instructor in the School of Continuing Education at West Valley College. The School of Continuing Education is looking for qualified instructors with the education and experience to teach digital literacy and computer skills courses in basic computer operation, Windows OS, ,MAC OS, Microsoft Office suite, and Google Workspace courses. The assignments are as needed, during Winter, Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT /AFT Local 6554).

The Microsoft Office Basics Certificate will build proficiency with the Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit certificate or degree program requiring computer office skills, as well as provides support to the student as a small business owner. Skills in using productivity software (such as Microsoft Office) are often required to enter the job market.

**Work location(s):**

- West Valley College, Saratoga, CA;
- Campbell Community Center, Campbell, CA;
- Campbell Adult Community Education, San Jose, CA;
- Other sites serving noncredit students in Santa Clara County

**Salary and Benefits:**

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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 & Experience - possess any one of the following:

- Bachelors degree; AND two years of occupational experience in digital literacy and computer skills; OR
- Associate degree; AND six years of occupational experience in digital literacy and computer skills; OR
- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in digital skills and computer literacy.

AND

(2) Understanding 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-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

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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

West Valley-Mission Community College District

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