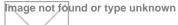


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Job Title Department Institution	Part-Time Business Instructor (Pool)
	West Valley-Mission Community College District Saratoga, California
Date Posted	Sep. 3, 2024
Application Deadline Position Start Date	Open until filled Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Business
Apply Online Here	https://apptrkr.com/5592458
Apply By Email	
Job Description	



Part-Time Business Instructor (Pool)

### **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



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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. 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: West Valley College, Saratoga, 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 any one of the following:

- Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education; OR
- Bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.); OR
- Bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.); OR
- A valid California Community College Instructors Credential in Business; OR
- The equivalent of the above.



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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 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 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.



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For more information on this position and to apply, please visit our website at the following link: <a href="http://www.peopleadmin.com">www.peopleadmin.com</a>

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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West Valley-Mission Community College District