

Assistant Professor, Medical Assisting
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248005>

Downloaded On: Oct. 31, 2024 11:27pm

Posted Oct. 31, 2024, set to expire Nov. 27, 2024

Job Title	Assistant Professor, Medical Assisting
Department	Science Math & Health Sciences
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Oct. 31, 2024
Application Deadline	11/27/2024
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Medicine Health Sciences
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Job Description	

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Salary Range: \$75,434.18 - \$124,106.29/10-month academic year, depending upon education and experience

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Job Number: AC24-01039

Location: Santa Ana, CA

Division: SAC Science Math & Health Sciences

Closing: 11/27/2024 5:00 PM Pacific

Job Description

RESPONSIBILITIES

Teach all assigned classes, which may include evening or off-campus assignments unless excused according to Board Policy provisions. Maintain accurate records of student enrollment, attendance, and academic progress. Assist in maintaining course outline for each assigned course. Be familiar with and observe the administrative regulations as they appear in the Faculty Handbook (flex calendar obligations, course overviews, etc). Participate in department committees and activities. Will teach a variety of courses/levels within the discipline/area of study.

Job Qualifications

MINIMUM QUALIFICATIONS

Requirements Minimum Qualifications (Applicants must meet one of the following):

- Possess from an accredited institution: Any bachelor's degree or higher and two (2) years of professional experience or any associate degree and six (6) years of professional experience. Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment, OR
- Possess a valid California Community College credential authorizing service in the discipline, OR
- The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form).
 - Equivalencies that the Department accepts as valid: Any bachelor's degree and two years of professional experience, any associate degree and six year of professional experience, or graduate degree in a health-related field and two years of professional experience.

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Additional Qualifications

- Medical Assistant Certification
- Bachelor's degree in a health-related field
- Certification as an Online Instructor and familiarity with Canvas or willingness to become Online Certified at Santa Ana College.
- Completion of at least one (1) year of experience teaching or a course that includes practice in teaching.
- Experience in teaching students from diverse ethnic and cultural backgrounds and widely varying levels of proficiency preferred.
- A working knowledge of and experience with student learning outcomes and assessment.

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ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

APPLICATION PROCESS**Application Screening**In addition to the specific requirements and responsibilities listed in the Job Announcement, the following criteria will be considered in selecting candidates:

- Educational experience breadth and depth
- Work experience breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credential or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)

Based on the information presented in the application materials, a limited number of candidates with

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qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills
- Successful teaching, problem-solving, or performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Application Procedures

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Curriculum Vitae (CV) or Resume - details all relevant education, training, teaching experience (including courses taught) and other work experience.
4. Academic Transcripts (unofficial copies are accepted)

Travel reimbursement is available to those meeting the established district criteria.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in



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accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.
5. Submit official verification of employment letters.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4706003/assistant-professor-medical-assisting>

Contact Information

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

Contact

Science Math & Health Sciences
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