

Part-Time Noncredit Vocational Instructor - Google
Professional Certificates (Pool)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248391>

Downloaded On: Nov. 14, 2024 9:15pm

Posted Nov. 7, 2024, set to expire Jan. 26, 2025

Job Title Part-Time Noncredit Vocational Instructor - Google
Professional Certificates (Pool)

Department

Institution West Valley-Mission Community College District
Saratoga, California

Date Posted Nov. 7, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Vocational/Technical

Apply Online Here <https://apptrkr.com/5786615>

Apply By Email

Job Description

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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. The School of Continuing Education is looking for qualified IT and data analytics instructors with the education and experience to teach noncredit courses in IT support, automation, cybersecurity, marketing and e-commerce, data analytics, and other IT courses. 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 Local 6554).

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:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on a minimum salary range of \$36,191 per semester; maximum earnable up to \$52,297.

Minimum Qualifications:

Education & Experience - possess any one of the following:

1. Bachelors degree; AND two years of relevant occupational experience; OR
2. Associate degree; AND six years of relevant occupational experience;

AND

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.

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Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- A minimum of 1 year of experience teaching in the subject area of expertise, preferably adult populations.
- Possess professional certificate in relevant occupational area.

Knowledge and Abilities:

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 (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Maintain accurate class and other records.
- Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
- File a syllabus for each course with the appropriate division offices.
- Post and maintain office hours each week in accordance with Article 17 for full-time faculty and Article 100.7 for associate faculty.
- Provide each student with a current course syllabus as required by Title 5, which includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
- Refer students to appropriate college resources.
- Assist students by providing advice on requirements for successful achievement in the members area of expertise.

Working Conditions:

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Other Duties:

Application Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
 - A completed online West Valley-Mission Community College District application;
 - Resume;
 - Unofficial copies of transcripts;
 - District Equivalency Application, if applicable; and
 - Any requested licenses or certificates, if applicable. All sections of the online application, including Education and Educational Work History, must be completed thoroughly.

- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store, then attach the electronic version of your transcript to this online application.



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- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Physical Demands:

Applicant Information:

Selection Process:

SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- Prior to employment, the selected candidate must submit official transcripts.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic



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information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-027POOL

Open Date: 11/06/2024

Close Date:

Open Until Filled: Yes

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

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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