

**CIVIL SERVICE REVIEW-CE/VOC: Adjunct / Substitute  
Instructor POOL (non-credit)  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=248690>

Downloaded On: Jan. 17, 2025 5:41am

Posted Nov. 12, 2024, set to expire Jul. 1, 2025

<b>Job Title</b>	CIVIL SERVICE REVIEW-CE/VOC: Adjunct / Substitute Instructor POOL (non-credit)
<b>Department</b>	Education
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Nov. 12, 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>	Vocational/Technical
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5796663">https://apptrkr.com/5796663</a>
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<b>Job Description</b>	

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**San Diego Community College District**

**Closing Date:**

**Position Number:**

**Location:** District Wide

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**Position Type:** Adjunct

**The Position:**

Posting Details (Default Section)

Open Until Filled: No

Classification Title: CIVIL SERVICE REVIEW-CE/VOC: Adjunct / Substitute Instructor POOL (non-credit)

Working Title: Adjunct Faculty

Location District: Wide

**Pay Information**

You may view the current salary schedule by clicking [here](#).

At the time that an offer of assignment is made, proper salary placement is contingent upon receipt of OFFICIAL (sealed) transcripts and/or foreign degree evaluations (if applicable). Instructors with advanced coursework shall be placed on the appropriate class and step on the Adjunct College Salary Schedules, effective the first month following receipt (in People, Culture, and Technology Services) of the official transcripts. Initial salary placement will be at the first class/step until official transcripts have been submitted. FLSA Status Exempt (does not accrue overtime) Position Type Adjunct Bargaining Unit: AFT/Continuing Education Faculty Range (na) Department District Wide

**The Position**

*NOTE: The San Diego Community College District accepts applications for adjunct (part-time/substitute) positions for our three college campuses (City, Mesa, Miramar) and various continuing education centers on a continuous basis. However, it does not necessarily imply there are immediate openings. If you meet the required minimum qualifications, your application will be included in the adjunct pool for possible assignments in the fall, spring, and/or summer semesters of the academic year. Hiring departments utilize the adjunct pool when there is a need and will contact you directly should you possess the qualifications they are seeking. Applications are purged approximately one year from submittal, at which time you will receive an automated e-mail notice to re-apply if you wish to remain in the pool.*

Part-time/temporary faculty positions offer flexible hours and the opportunity to assist a diverse group

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of adult students in achieving their educational goals. As one of the largest community college districts in southern California, we offer a wide range of opportunities in transfer, general education, vocational and occupational programs. These part-time positions are as-needed and applicants should live within commuting distance to San Diego.

Assignments may include a combination of day, evening, weekend, and/or off-campus classes.

### Major Responsibilities

- Primary duties of adjunct faculty members are related to curriculum and teaching; the assignment is divided between lecture and lab classes as determined by the department. Adjunct instructional faculty are required to be available to students outside of class.
- Provide instruction in accordance with established curriculum and course outlines.
- Maintain appropriate standards of professional conduct and ethics.
- Maintain current knowledge in the subject matter areas.
- Fulfill professional responsibilities of a part-time/temporary faculty member.
- Teach all scheduled classes.
- Maintain accurate records.
- Provide quality instruction, create and maintain an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues.

### Qualifications

#### MINIMUM QUALIFICATIONS:

*Degrees must be from regionally accredited institutions.*

- A Bachelor's degree **AND** two (2) years of occupational experience related to the subject of the course taught; *OR*,
- An Associate degree **AND** six (6) years of occupational experience related to the subject of the course taught; *OR*,
- The equivalent;

AND,

- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of continuing education students and staff.

### Desired Qualifications

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Equivalency: If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants:

Working Conditions Variable, depending on assignment.

**Conditions of Employment:**

**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

Posting Number: AJ00298

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**Licenses:**

**Pay Information:**

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**To apply, visit: <https://www.sdccdjobs.com>**

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### Contact Information

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

### Contact

Education

San Diego Community College District

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