

**COMMUNITY EDUCATION (Fee Based Courses):
Adjunct / Substitute Instructor POOL (non-credit)
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=248700>

Downloaded On: Apr. 2, 2025 11:57pm

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

Job Title	COMMUNITY EDUCATION (Fee Based Courses): Adjunct / Substitute Instructor POOL (non-credit)
Department	
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 12, 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/5796694
Apply By Email	
Job Description	

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San Diego Community College District

Closing Date:

Position Number:

Location:



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District Wide

Position Type: Academic

The Position:

Posting Details (Default Section)

Open Until Filled No

Classification Title COMMUNITY EDUCATION (Fee Based Courses): 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: Non-Exempt (accrues overtime)

Position Type: Academic

Bargaining Unit: AFT/Continuing Education Faculty

Range: (na)

Department: District Wide

The Position

San Diego Community Education Classes are to provide diverse, affordable personal and professional

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enrichment workshops to the community including courses in a wide variety of areas. These classes are self-supporting and offered for a minimal fee.

THIS DISCIPLINE INCLUDES THESE SUBJECT AREAS: Community Education, Accounting, Agriculture, Applied Design, Arts Experimental, Automotive Technology, Consumer Education Management of Resource, Chinese, Clothing & Textiles, Construction Crafts Tech, Creative Writing, French, German, Health Education, Hebrew, Interdisciplinary Studies, Investments, Italian, Japanese, Physical Education, Printing/Graphics, Psychology, Russian, Safety Education, Spanish

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 College of 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 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.

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- 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

Minimum Qualifications Handbook 53401. Applicability to Community Services and Contract Classes.

Community service or contract classes, which do not award college credit and are not supported by state apportionment, are not subject to the provisions of this Subchapter. Contract classes which award college credit are subject to this Subchapter, even if they are not supported by state apportionment.

Fee-based classes and programs are designated and authorized under Title 5. These programs may be offered in nearly any subject or field. These programs are supported by a fee paid by participants.

Desired Qualifications

Equivalency: If you do not possess the exact degrees 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.

Licenses/Certificates/Credentials: *[If possess]* Full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject being taught.

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.

Working Conditions: Variable, depending on assignment.

Conditions of Employment:

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THE FOLLOWING MUST BE COMPLETED PRIOR TO EMPLOYMENT:

- Submit "official" transcripts as stated on application;
- 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: AJ00449

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

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 and staff.

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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