

Assistant Professor/Coordinator, Workforce Preparation
(Noncredit)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250844>

Downloaded On: Jan. 27, 2025 2:21pm

Posted Dec. 24, 2024, set to expire Jan. 31, 2025

Job Title	Assistant Professor/Coordinator, Workforce Preparation (Noncredit)
Department	Workforce Preparation
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Dec. 24, 2024
Application Deadline	01/31/2025
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Vocational/Technical Education
Apply Online Here	https://apptrkr.com/5889819

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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: AC24-01088

Location: Orange, CA

Division: SCC Continuing Education

Closing: 1/31/2025 5:00 PM Pacific

Position Details

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, the 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.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences

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that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college student populations, including those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling students to participate creatively and confidently in an ever-changing world.

Candidates will cultivate an inclusive classroom culture that engages and supports a diverse student population. They should effectively teach students from varied ethnic, racial, cultural, and socioeconomic backgrounds, including those with disabilities or differing academic preparation levels. Candidates should show sensitivity to diverse learning needs and a commitment to equity and anti-racism. They will help empower students to achieve their educational and career goals while fostering creativity, confidence, and lifelong learning.

General Responsibilities

- Coordinate meetings across departments and community partners in the development and maintenance of interdisciplinary programs including but not limited to vocational ESL offerings.
- Responsibilities may include teaching assignments, which may require obtaining an online teaching certification. Instruction assignments may be online, hybrid, in-person, evening, or off-campus, unless excused according to Board Policy provisions.
- Develop and recommend the department's schedule of classes.
- Participate in recruiting, interviewing, mentoring, and facilitating the orientation of new instructors.
- Address classroom and facility needs including making recommendations for instructional supplies, equipment, and grants.
- Lead/support efforts toward expanding workforce preparation and vocational ESL curriculum that integrates educational and/or career pathways and maintain course outline(s) of record for each assigned course.
- Lead/support the implementation of program review and improvements.
- Maintain accurate records of student enrollment, learning outcomes, attendance, and academic progress.
- Be familiar with and observe the administrative regulations as they appear in the Faculty

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Handbook (flex calendar obligations, course overviews, etc.).

- Participate in shared governance, noncredit committees, department meetings and other duties as assigned.

Qualifications

Requirements

Minimum Qualifications for Workforce Preparation(Applicants must meet one of the following):

- Possess from an accredited institution:
 - Bachelor's degree; and two years of occupational experience related to the subject of the course taught, OR
 - Associate degree; and six years of occupational experience related to the subject of the course taught, OR
 - Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, OR
 - For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.

Minimum Qualifications for Vocational ESL(Applicants must meet one of the following):

- Possess from an accredited institution:
 - Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages, OR
 - Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor, OR
 - Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor, OR
 - Possession of a full-time, clear California Designated Subjects Adult Education Teaching

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Credential authorizing instruction in English as a second language, OR

- The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form and provide conclusive evidence of such).
 - Master's degree with coursework equivalent to a Master's degree in TESL or TESOL.

Additional Qualifications

- Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.
- A working knowledge of and experience with student learning outcomes and assessment.

Application Process

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)

Hiring Process Timeline

It is anticipated that the screening activities will be conducted as follows:

- **Week of February 10:** Screening Begins
- **Week of March 17:** Initial Interviews
- **Month of April:** Final Interviews with the College President

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- **August 18, 2025:**Start of Fall 2025

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).

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 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

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- 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.

Disability Accommodations

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

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.

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



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perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4755638/assistant-professor-coordinator-workforce-preparation-noncredit>

Contact Information

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

Contact

Workforce Preparation
Rancho Santiago Community College District

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