

Human Services Instructor & Department Chair - Tenure
Track
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=250962>

Downloaded On: Jan. 4, 2025 5:59pm

Posted Dec. 30, 2024, set to expire Jan. 27, 2025

Job Title	Human Services Instructor & Department Chair - Tenure Track
Department Institution	Human Services Cabrillo College Aptos, California
Date Posted	Dec. 30, 2024
Application Deadline	01/27/2025
Position Start Date	Available immediately
Job Categories	Core Faculty Department Head/Head/Chair
Academic Field(s)	Social Sciences - Other Social Sciences - Sociology Social Sciences - Psychology
Apply Online Here	https://apptrkr.com/5898026

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Job Description

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Salary:



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See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01920

Closing: 1/27/2025 11:59 PM Pacific

Location: Aptos, CA

Department: Human Services

Employment Opportunity

Join our organization's rich landscape as part of our ongoing commitment to fostering diversity, equity, and inclusion via our **CLUSTER HIRE** process. We seek to bring together a group of exceptional individuals who will collectively contribute to the diverse intellectual and cultural experience on our campus. As of October 2024, Cabrillo College is ranked **the best community college in California** based upon [a study released by SmartAsset in The Miami Herald](#), and in the same study is ranked 37th overall in the United States. Join us as we shape the future together!

Faculty actively participate in curriculum development, program planning, and serve on participatory governance committees. Cabrillo provides excellent opportunities to learn, collaborate, create, and make a difference in the lives of its diverse student body and our community. Applicants must satisfy the DEIA+ criteria as listed in the supplemental questions in the job announcement. Read more about this process here [CLUSTER HIRE ANNOUNCEMENT](#).

Starting Salary Range: This **full-time, tenure track instructor and department chair** will enjoy a **175 Daywork** schedule ranging from **\$68,768 to \$105,559** per year, salary determined by documented education and experience. Maximum initial salary step placement on the [175-day Faculty Salary Schedule](#) is step 9. An annual doctoral stipend of \$4,591 is granted to eligible faculty.

About the position: The position begins on Monday, **August 18, 2025**, pending Governing Board ratification. Classes may be in a traditional "in class" setting, online, or hybrid format scheduled over summer and/or winter months, and at various campus locations, including days, evenings, and/or weekends.

Excellent benefits, including quality health insurance at a *LOW COST for you and your family! Comprehensive benefits include medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalSTRS Retirement, and an Employee Assistance Program. Benefits begin the first day of the second month of employment. ***In many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0 depending upon the plan selected. More information can be found on the Benefits [webpage](#) via the HR [webpage](#)**



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College Commitment to Equity and Diversity: The **ideal** candidate shares and participates in Cabrillo's commitment to the values of diversity and equity while serving its socioeconomically and ethnically diverse student community. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). Cabrillo is proud to be an Hispanic Serving Institution, enrolling 50% Hispanic students, and recent data indicates that the college has closed the achievement gap for graduation success (50% of graduates are Hispanic). The college is dedicated in its efforts of diversity, equity, and inclusion efforts, having established Board goals of supporting antiracism efforts and promoting a year-long equity reading certificate program for faculty, staff, and managers.

About our College: Cabrillo College is honored to participate in the [California Guided Pathways](#) project helping students achieve their educational goals, and is highly regarded for its success of transfer and career education. The college currently serves over 11,400 students each semester. Many of our students transfer to nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at Monterey Bay.

About our Community: Santa Cruz County is situated on the northern coast of the beautiful Monterey Bay. The county has four predominant regions: the northern coast of Santa Cruz, Soquel, Capitola, and Aptos; the mountainous north that separates Santa Cruz County from Silicon Valley; the wildly scenic San Lorenzo River Valley from the Santa Cruz mountains to the Monterey Bay; and the agricultural south county that includes Watsonville and Corralitos on the way to Monterey, Carmel, and Salinas. With miles of beaches, multiple state parks, 2 colleges, wineries, hundreds of places to dine, a symphony, an NBA G League team, museums, a national repertory Shakespeare company, and so much more, there's something for everyone here. Combine your professional and personal life in a great area that has a big impact on your overall person and professional well-being.

About this Opportunity:

This tenure track faculty position includes the responsibilities of the Human Services Department Chair. In addition to teaching Human Services classes, this position assists with hiring, coordinating, and mentoring associate faculty, classified staff, and student assistants. It also includes scheduling classes, managing the departmental budgets, program planning, assessing outcomes, and performs related duties as needed and assigned.

About the Department: The Human Services Department is designed for students and paraprofessionals to provide an overview of the field of Human Services and explores issues and

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dynamics within the social services delivery system. Coursework can also prepare students for state certification in Drug and Alcohol counseling. Students will participate in both an academic course of study and a work-based learning experience to build competencies in practice interventions, strategies, technologies, and resources for the delivery of Human Services.

[Click here to learn more about our Human Services Department](#)

[Click here to learn more about our Human Arts and Social Services \(HASS\) Division](#)

Examples of Duties

Instructor Duties:

- Serve as Department Chair for the Human Services Department.
- Teach assigned classes, primarily at the Aptos campus, but also at the Watsonville campus as needed, which may include evening and/or off-campus assignments with limited online/hybrid option
- Engage in participatory governance committees, processes, and initiatives such as Guided Pathways
- Maintain timely and accurate records of student enrollment, attendance, and academic progress
- Provide academic assistance and related services to students during scheduled office hours
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Complete required District trainings such as Title IX, Mandated Reporter, EEO/Diversity/Elimination of Bias, Workplace Safety, etc.

Department Chair Duties:

In addition to instructor duties, this faculty member will be expected to serve as the Human Services Department Chair. Under supervision of the Dean of Human Arts and Social Sciences (HASS), duties may include, but are not limited to:

- Coordinate faculty and classified staff, as well as coordinate evaluations for this staff
- Working with the Dean of HASS and fiscal support staff to monitor and utilize departmental budgets
- Participate in curriculum development, review, and assessment of Student Learner Outcomes

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(SLOs)

- Schedule classes
- Instructional planning, including coordinating facilities operation and maintenance, as well as student recruitment, advisement, and retention
- Assist in maintaining equipment, supplies, and facilities for all Human Services courses
- Facilitate and lead meetings with the Human Services committees

Minimum Qualifications

Required Education from a U.S. Department of Education-recognized accredited organization and licensure qualifications in one of the five disciplines listed below:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty, and staff **AND**

Counseling:

- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling **OR**
- Bachelor's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling **AND** a license as a Marriage and Family Therapist (MFT) **OR**
- A lifetime California Community College Instructor Credential in Counseling **OR**
- The *equivalent

Family and Consumer Studies/Home Economics:

- Master's in family and consumer studies, life management/home economics, or home economics education **OR**
- Bachelor's in family and consumer studies, life management/home economics or home economics education **AND** a Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition or dietetics and food administration **OR**
- A lifetime California Community College Instructor Credential in Home Economics **OR**

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- The *equivalent

Home Economics:

- Bachelor's in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles **OR**
- Associate degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles **AND** four (4) years of professional experience related to the subject of course(s) taught **OR**
- A lifetime California Community College Instructor Credential in Home Economics **OR**
- The *equivalent

Psychology:

- Master's in Psychology **OR**
- Bachelor's in psychology **AND** a Master's in counseling, sociology, statistics, neuroscience or social work **OR**
- A lifetime California Community College Instructor Credential in Psychology **OR**
- The *equivalent

Sociology:

- Master's in Sociology **OR**
- Bachelor's in sociology **AND** a Master's in anthropology, any ethnic studies, social work, or psychology **OR**
- A lifetime California Community College Instructor Credential in the Sociology **OR**
- The *equivalent

***Equivalency Application Form and Process link**

Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree? To determine whether your education, or *exact* discipline, and/or experience is "equivalent," applicants must submit an Equivalency Form to initiate a review by the Equivalency Committee to be considered for this position.

Please note the Equivalency Committee will consider *only* those applicants who formally request equivalency consideration by submitting a completed and signed Equivalency Form with their application and attach detailed evidence such as unofficial transcripts and/or other certifications

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that support the equivalency.

Still working on completing your degree? Applicants currently working on the required degree(s) for this position are encouraged to apply with the understanding that they must complete, sign, and attach the Equivalency Form with attached supporting documentation to their application. The degree must be completed and confirmed by July 1, 2025.

For additional information, please review our [Applicant FAQ's here](#).

Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field, curriculum development, review, and assessment of student learning outcomes
- Knowledge and understanding of programs such as Guided Pathways, that address commitment to equity-minded and culturally responsive teaching strategies enhancing student success
- Work cooperatively and demonstrate sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, administrators, faculty, and staff
- Strong verbal and written communication skills, with proficient use of technology
- Evidence of professional activities and service beyond primary teaching assignments

Desired Qualifications/Performance Expectations:

- Successful online teaching experience.

Additional Information

APPLICATION PROCESS:

1. Complete the application with a minimum of three (3) *professional* references and answer all supplemental questions (do not copy/paste from your application or attachments, or indicate "See X"); provide detailed information to aid in determining the minimum qualification requirements have been met
 - List all of your current, relevant certificates/licensures in the Certificates and Licenses section of your application
2. Attach a resume or CV detailing teaching and professional work experience
3. Attach **one** of the following:

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- Unofficial transcripts from all colleges attended **displaying any degrees conferred** (copies, photos, and downloads are acceptable). **Foreign transcripts must be evaluated for U.S. equivalency and attached** (at the applicant's expense) - [click here](#) for more information **OR**
- Copy of lifetime California Community College Instructor credential in Human Services, front and back (if applicable) **OR**
- Equivalency Form - [click here](#). Submit this form with supporting materials if you feel you have the equivalent education and/or experience but do not possess the minimum qualifications as listed above. Unofficial transcripts **must** accompany this form. *Graduate students currently working on the required degree are encouraged to apply, with the understanding that the degree must be completed and confirmed by July 1, 2025.*

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above attached required documents will be reviewed.

Application materials not listed above (including cover letters, letters of recommendation, statements, etc.) will not be reviewed by the committee if attached. Applicants need to remove personally identifiable information such as photos of themselves, social security number, birth year, age, and gender from application materials. Expenses related to the recruitment process (obtaining documents, travel, etc.) are the responsibility of the applicant. Cabrillo is unable to sponsor work visas.

Questions? Concerns? Please contact HR at cabrillohr@cabrillo.edu as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

Meeting the posted requirements is not a guarantee of an interview. A written performance exercise and/or teaching demonstration/presentation may be a part of the interview. Finalists will be invited to return for a second interview. All notifications will be via email, AND by accessing your [application profile](#). Initial interviews are tentatively slated for late March 2025 but are subject to change.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis



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screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire for payroll purposes. Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer actively seeking a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex, or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status, or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4766025/human-services-instructor-department-chair-tenure-track>

Contact Information

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

Contact

Human Services
Cabrillo College

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