

Middle and Secondary Education, Part-Time Faculty
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252012>

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Posted Jan. 23, 2025, set to expire May 24, 2025

Job Title	Middle and Secondary Education, Part-Time Faculty
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Core Faculty Faculty Associate
Academic Field(s)	Education
Apply Online Here	https://www.click2apply.net/DVxmOIfgMKxO1I2KZhylga
Apply By Email	
Job Description	

Posting Details

Position Information

The Middle and Secondary Education program introduces students to the field of education with particular focus on serving schools and communities such as Philadelphia. Currently, the Middle and Secondary Education program offers faculty the opportunity to work with the future middle and high

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school teachers who are needed to provide education across the Commonwealth of Pennsylvania. Faculty can teach in the new courses in the newly developed special education concentration, as well as additional sections for the STEM and Humanities concentrations. Many program courses are held in Active Learning Classrooms, providing real world opportunities to model for students in the program strategies for classroom management and lesson planning. Most courses are held in the evenings, in person and some hybrid.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- The Department seeks applicants who are actively engaged in teaching and committed to promoting student success both within and beyond the classroom.
- Support community college students further develop their middle and secondary education knowledge and skills, professional attitudes and behaviors, for college and workplace success.
- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes, using each course's standard course outline as a guide.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.

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- Assign grades and maintain course and student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

Minimum Qualifications

- Master of Education with a focus in Reading, STEM, or Special Education at an accredited institution in the United States required.
- Three (3) or more years teaching in urban school districts in a middle school and/or secondary school in specific subject areas to include: math, science, social studies, or English/Language Arts required.

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- If teaching experience is within Special Education, work with students who have learning disabilities, autism, behavioral disabilities, and intellectual disabilities is required.
- Evidence of exemplary teaching performance required.

Preferred Qualifications

- Ed.D. or PhD in Education with a focus on Reading, STEM, or Special Education at an accredited institution in the United States preferred.
- Five (5) or more years teaching in urban school districts in a middle school and/or secondary school in specific subject areas including: math, science, social studies, or English/Language Arts preferred.
 - If teaching experience is within Special Education, work with students who have learning disabilities, autism, behavioral disabilities, and intellectual disabilities is required.
- Three (3) or more years teaching adult learners at a college or university preferred.
- Bilingual or other language proficiency.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

Additional College benefits:

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- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. If your answer to the above question is Other, please note the source below. If this question does

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not apply to you, enter N/A.

(Open Ended Question)

3. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)
4. * Do you have a Master of Education with a focus in Reading, STEM, or Special Education?
 - Yes
 - No
5. * Do you have three (3) or more years teaching in urban school districts in a middle school and/or secondary school in specific subject areas to include: math, science, social studies, or English/Language Arts?
 - Yes
 - No
6. * Do you have a EdD or PhD in Education?
 - Yes
 - No
7. * Do you have at least three (3) year's teaching experience at the post-secondary or secondary level along with experience with adult learners?
 - Yes
 - No
8. * Are you bilingual?
 - Yes
 - No

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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Curriculum Vitae
2. Unofficial Transcripts
3. References

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia