Part-Time Noncredit Vocational-Digital Literacy (Computer Skills) Instructor (Pool)
West Valley-Mission Community College District

Job Title	Part-Time Noncredit Vocational-Digital Literacy (Computer Skills) Instructor (Pool)
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
Apply Online Here	https://apptrkr.com/5962682
Apply By Email	
Job Description	

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Closing Date:

Definition:

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise

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Direct Link: https://www.AcademicKeys.com/r?job=252363
Downloaded On: Apr. 24, 2025 8:27am
Posted Jan. 29, 2025, set to expire Jan. 26, 2026

specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

Assignment:

This is a part-time position as an Associate Instructor in the School of Continuing Education at West Valley College. The School of Continuing Education is looking for qualified instructors with the education and experience to teach digital literacy and computer skills courses in basic computer operation, Windows OS, ,MAC OS, Microsoft Office suite, and Google Workspace courses. The assignments are as needed, during Winter, Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT /AFT Local 6554).

The Microsoft Office Basics Certificate will build proficiency with the Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit certificate or degree program requiring computer office skills, as well as provides support to the student as a small business owner. Skills in using productivity software (such as Microsoft Office) are often required to enter the job market.

Work location(s):

- West Valley College, Saratoga, CA;
- Campbell Community Center, Campbell, CA;
- Campbell Adult Community Education, San Jose, CA;
- Other sites serving noncredit students in Santa Clara County

Salary and Benefits:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of $34,143 - $49,337 per semester; and is based on academic achievement, teaching and related experience.

Minimum Qualifications:

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(1) Education & Experience - possess any one of the following:

- Bachelors degree; AND two years of occupational experience in digital literacy and computer skills; OR
- Associate degree; AND six years of occupational experience in digital literacy and computer skills; OR
- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in digital skills and computer literacy.

AND

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

Desired Qualification:

Not applicable

Knowledge and Abilities:

Examples of Duties and Responsibilities:

Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- Maintain accurate class and other records required by the college.
- Submit, when due, attendance rosters and grade reports.
- Follow course outlines as filed in the instruction offices.
- Maintain office hours each week, at .5 hours per week per section.
- Observe, support and enforce the regulations, policies and programs of the District and college.
- Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- Refer students to appropriate college sources for information on counseling and other student services.

- Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- Work cooperatively within the college community.
- Foster an environment that protects academic freedom within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of each individual.

Working Conditions:

Other Duties:

Application Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
  - A completed online West Valley-Mission Community College District application;
  - Resume;
  - Unofficial copies of transcripts;
  - District Equivalency Application, if applicable; and
  - Any requested licenses or certificates, if applicable. All sections of the online application, including Education and Educational Work History, must be completed thoroughly.

- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included,

the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store, then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:
Office of Human Resources, Attn: Recruitment
14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 867-9059
Email: Jobs@wvm.edu

Physical Demands:

Applicant Information:

Selection Process:

SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

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- Prior to employment, the selected candidate must submit official transcripts.

EEO STATEMENT:
West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY21/22-005POOL
Open Date: 04/30/2024
Close Date:
Open Until Filled: Yes

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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