

**PT Short Term Vocational Non-Credit Instructor  
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257847>

Downloaded On: Jul. 22, 2025 12:30pm

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

<b>Job Title</b>	PT Short Term Vocational Non-Credit Instructor
<b>Department</b>	Faculty
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California

<b>Date Posted</b>	Jun. 5, 2025
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Lecturer/Instructor
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<b>Academic Field(s)</b>	Vocational/Technical
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**Job Description**

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**PT Short Term Vocational Non-Credit Instructor**

**HR EMPLOYMENT/CAREERS**

**PART-TIME Short Term Vocational Non-Credit Instructor**

Foothill-De Anza Community College District is establishing a pool of qualified applicants for this position. Applications will be accepted continuously until otherwise noted. Applications will remain on file for two years from date received or last submitted.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or

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any other costs incurred by applicant to attend interviews or accept employment. All interviewing and moving costs incurred will be the responsibility of the applicant.

### **SELECTION PROCEDURE**

Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the Workforce division will be contacted for an interview.

### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE**

Standard duties expected of all part-time faculty include the performance of instructional duties as assigned, evaluation and assessment of student work, and timely submission of grades. In addition, part-time faculty are expected to participate in the assessment of their performance, including administrative and student evaluations.

Part-time faculty may also have opportunities to participate in various campus and staff development activities and are encouraged to be involved in the larger College or District community. Part-time faculty may be eligible to receive additional pay for office hours, additional assignments, and professional development events.

Teach short term vocational non-credit courses established by the college for workforce development purposes.

Potential areas of instruction may include entrepreneurship, animal grooming, elder care, financial literacy, customer service and retail, etc.

### **MINIMUM QUALIFICATIONS**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Minimum Qualifications for this position as defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges published by the Academic Affairs Division, Chancellor's Office, California Community Colleges which can be located at the website: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>

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For any short term non-credit vocational course, the instructor must meet the following criteria:

- 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.

**NOTE:** Official Transcripts verifying qualifications will be **REQUIRED** after an offer of employment. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense. Both Foothill De Anza CCD employees and external candidates must submit transcripts.

### **SALARY RANGE**

Actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to: [http://hr.fhda.edu/\\_faculty-information.html](http://hr.fhda.edu/_faculty-information.html)

### **APPLICATION PROCESS**

To be considered for this pool, you must submit an on-line application packet with the following items:

1. A District on-line application at <http://hr.fhda.edu/careers/>. In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A current resume of all work experience, formal education and training.
3. A cover letter addressing the preferred qualifications for the position.

If any required application materials are omitted, the committee will not review your application materials.

**If you wish to request equivalency for this position**

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(if you believe you do not meet minimum qualifications), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. [https://hr.fhda.edu/\\_forms.html](https://hr.fhda.edu/_forms.html)

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services.

The successful applicant will be required to provide proof of authorization to work in the U.S.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/891?c=fhda>

**Contact Information**

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

**Contact**

Faculty

Foothill-De Anza Community College District

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