

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

Job Title Part-Time Noncredit Older Adult-Current Topics Instructor (Pool)

Department School of Continuing Education

Institution West Valley-Mission Community College District
Saratoga, California

Date Posted Aug. 20, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Adjunct Professor

Academic Field(s) Social Sciences - Other

Apply Online Here <https://apptrkr.com/6475828>

Apply By Email

Job Description

Image not found or type unknown



Part-Time Noncredit Older Adult-Current Topics Instructor (Pool)

Closing Date:

Definition:

PART-TIME, ASSOCIATE FACULTY POOL

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

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

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 position is a part-time position as an Associate Instructor in the School of Continuing Education at Mission College. The School of Continuing Education is looking for qualified instructors with the education and experience to teach noncredit courses in current topics for older adult populations. The assignments are as needed, during Spring, Summer and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT/AFT Local 6554).

Work location: West Valley College, Saratoga, CA

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 \$38,464 - \$55,582 per semester; and is based on academic achievement, teaching and related experience.

Minimum Qualifications:

1. Education & Experience - Possess either of the following:

- A bachelors degree with a major related to the subject of the course taught; AND either:
 - Thirty hours or two semester units of course work (or class work) in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. The requirement may be completed concurrently during the first year of employment as a noncredit instructor. OR
 - One year of professional experience working with older adults.

Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

OR

- An associate degree with a major related to the subject of the course taught; AND two years of occupational experience related to the subject of the course taught; AND sixty hours or four semester units of coursework (or class work) in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

AND

2. 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.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- A minimum of 1 year of experience teaching in the subject area of expertise, preferably adult populations.

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.

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

- 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: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) District Equivalency Application, if applicable; and (5) 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.

Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

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.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the Districts Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 741-2564
Email: careers@wvm.edu

Physical Demands:

Applicant Information:

Selection Process:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) District Equivalency Application, if applicable; and (5) 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.

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

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.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the Districts Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: careers@wvm.edu

Special Instructions to the Applicant:

Posting Number: FY22/23-031POOL

Open Date: 08/15/2025

Close Date:

Open Until Filled: No

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

**Part-Time Noncredit Older Adult-Current Topics Instructor
(Pool)**

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261405>

Downloaded On: Aug. 21, 2025 1:01am

Posted Aug. 20, 2025, set to expire Dec. 16, 2025

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

,