

# Job Description



**Instructor in Earth Science Part-Time Pool #2019-00028**

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Instructor in Earth Science Part-Time Pool

Ventura County Community College District

Salary:

Job Type: Part-Time Faculty

Job Number: 2019-00028

Location: Districtwide (Ventura County CA), CA

Department: Districtwide

Closing: Continuous

## Description

This is a continuous open pool to fill part-time instructor positions at any of our three colleges (Oxnard, Moorpark, and Ventura) for the Summer 2019, Fall 2019, and Spring 2020 semesters. If you have applied to previous pools in this discipline, you will need to apply to this pool to continue to be considered.

Under the general direction of a dean, an Instructor (Non-Contract/Temporary) provides comprehensive classroom instruction to students from diverse backgrounds for the purpose of facilitating the attainment of their academic or vocational objectives. In accordance with the provisions of Education Code sections 87482.5, Instructors (Non-Contract/Temporary) may be employed up to 67% of a full-time assignment.

## Representative Duties

Provide academic instruction to students through lecture, lab, or performance courses; assess and develop cognitive abilities, communication skills, and higher order thinking skills among students through appropriate assignments and activities in one-on-one, classroom, and distance mediated instructional settings. E

Advise and instruct students regarding programs of study, other institutions of higher education, lifelong learning resources, and effective study skills; refer students to support services, programs, resources, and other professionals as appropriate. E

Observe and evaluate student performance in meeting course objectives and student learning outcomes through assignments, projects, discussions, and examinations; provide feedback in a timely manner to student inquiries in class, online, or during established consultation office hours. E

Plan and organize instruction according to approved course outlines and student learning outcomes to maximize student learning in alignment with department, college, and district goals; implement the student performance objectives as listed on the official course outline of record. E

Maintain current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepare and submit data and reports related to course and student progress in a timely manner. E

Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to campus bookstore procedure to ensure timely delivery. E

Revise and update course content and materials of instruction in accordance with new theory, application, and industry developments within the discipline or area of specialization. E

Update syllabi; collaborate with discipline faculty on a regular basis to assess and revise measurable student performance indicators for each course. E

May participate in curriculum and program development; may provide input into the development of student learning outcomes.

May attend and participate on committees and in department, division, campus, and district meetings.

May participate in articulation and matriculation related activities.

May provide work direction to others.

Perform related duties as assigned.

E = Essential duties

#### Minimum Qualifications

Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook. The minimum qualifications for this discipline are as follows:

Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology; OR Bachelor's in geology AND Master's in geography, physics, or geochemistry;

OR

the equivalent\*

OR

possession of an appropriate California Community College Credential.

All coursework must be from a recognized accredited college or university.

**\*APPLICANTS WHO DO NOT MEET THE ABOVE-STATED MINIMUM QUALIFICATIONS MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE FOR EQUIVALENCY IN ORDER TO BE CONSIDERED ON THE BASIS OF POSSESSING EQUIVALENT QUALIFICATIONS (EQUIVALENCY).** The Supplemental Questionnaire for Equivalency is available on our website at [http://www.vcccd.edu/sites/default/files/files/departments/human-resources/supplemental\\_questionnaire\\_for\\_equivalency\\_03.05.15.pdf](http://www.vcccd.edu/sites/default/files/files/departments/human-resources/supplemental_questionnaire_for_equivalency_03.05.15.pdf) <https://get.adobe.com/reader/>. When completing the form, be sure to explain in detail how your qualifications are equivalent to the required minimum qualifications.

If the title of your degree as stated on your transcripts does not exactly match one of the degree titles listed in the minimum qualifications, you must complete the Supplemental Questionnaire for Equivalency. Do not assume that you do not need to submit a Supplemental Questionnaire for Equivalency because your degree is similar to a degree stated in the minimum qualifications. **DEGREE TITLES THAT ARE NOT AN EXACT MATCH WILL NOT BE CONSIDERED OUTSIDE OF THE EQUIVALENCY PROCESS.**

For further details regarding equivalency and the criteria by which equivalency may be granted, please click on the following link: <http://www.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=83LDBP0DD9E5>.

#### Supplemental Information

##### SALARY RANGE:

Part-time classroom faculty are paid between 1,589 and 2,700 per semester per .1 load. Placement on the

salary schedule is based on education and experience. Faculty may be assigned any combination of lecture, lab or lecture/lab classes. Following is an example of a 3 unit class:

3 hour per week lecture = .2 load

3 hour per week lecture/lab = .15 load

3 hour per week lab = .1333 load (Except for those listed on Appendix F of the VCCCD/AFT Contract calculated at 75% of regular load.)

#### STARTING SALARY:

Part-time classroom faculty receive between 1,589 and 2,302 starting pay per semester per 10% load. Part-time faculty salaries are governed by the collective bargaining agreement between the VENTURA COUNTY FEDERATION OF COLLEGE TEACHERS, AFT, LOCAL 1828, AFL-CIO and the VENTURA COUNTY COMMUNITY COLLEGE DISTRICT. To review the contract, go to:  
[http://www.vcccd.edu/departments/human\\_resources/contracts.shtml](http://www.vcccd.edu/departments/human_resources/contracts.shtml).

Please be aware that we will require verification of all part-time teaching experience for which you wish to receive credit toward placement on the salary schedule. You will have 30 days to provide verification upon receipt of the offer of employment. Verification must come from the human resources department and state the percentage of full-time-equivalent assignment you worked during the specified time period.

For more information about how salaries are determined for part-time faculty assignments, please click on the following link: [http://www.vcccd.edu/sites/default/files/files/departments/human-resources/part-time\\_faculty\\_salary\\_explanation\\_version\\_7.pdf](http://www.vcccd.edu/sites/default/files/files/departments/human-resources/part-time_faculty_salary_explanation_version_7.pdf) <https://get.adobe.com/reader/>.

#### APPLICATION PROCEDURE:

All applicants, including previous and current VCCCD employees, must submit the following materials in order for their application to be considered. Failure to submit all required materials will result in disqualification.

Please be sure to upload all materials, including all transcripts, that you wish for the committee to consider. The hiring committee will NOT have access to materials kept in personnel files, and such materials will not be considered unless they are included with your application packet.

\* Letter of Application: The letter of application must contain the following pieces of information: A) include the date, your name, and the position and locations for which you are applying, B) address your sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students, and C) provide the screening committee with an understanding of how you will contribute as a fully participating member of the VCCCD community.

\* Completed Application for Academic Employment

\* Resume

\* Letters of recommendation (recommended but not required)

\* Supplemental Questionnaire for Equivalency, if applicable (see minimum qualifications above)

\* Complete official or unofficial college/university transcripts demonstrating attainment of minimum qualifications. Transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. Diplomas will not be accepted in lieu of transcripts. If the qualifying degree has yet to be conferred and you expect to have the degree before you begin employment, you must submit transcripts that state the title of the degree you are working toward obtaining and indicate the anticipated completion date in your response to the associated supplemental question provided during the application process. An official copy of your transcripts will be required upon being hired. Instructors will not be allowed to start working until official transcripts have been received.

NOTE: If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. To search for institutions that are recognized as accredited by CHEA or the U.S. Department of

Education, visit <http://www.chea.org/4dcgi/chea/search/index.html?MenuKey=main> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of VCCCD-recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

#### SELECTION PROCESS:

A screening committee will review and screen all applications and associated materials. The candidates deemed most qualified for the position will be invited to an interview. When completing the application and the supplemental questions, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided.

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

To apply, please visit <http://apptrkr.com/1390725>

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