Administrative, Classified, Confidential and Faculty Job Descriptions and Announcements (Samples)
OVERALL RESPONSIBILITY:

Under the direction of the Dean, Student Services, the Director plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services to ensure appropriate and adequate levels of a variety of healthcare services identified as the routine, chronic, urgent, and emergent healthcare issues of students or emergency care of employees and visitors. Provides short- and long-term planning, prepares and administers annual program reviews and budgets, supervises and evaluates the performance of assigned personnel, negotiates partnership agreements with community partners, serves on community and campus committees, ensures compliance with District policies and applicable state and federal regulations related to healthcare, and serves as the custodian of student health records. Assignments may be at both on- and off-campus locations, days and/or evenings. Within the scope of this position new components may be added or deleted based on District or community needs.

ESSENTIAL DUTIES:

1. Plans, develops, implements, directs, and evaluates Student Health and Wellness Center operations, programs, activities, and services. Develops and implements organizational structures, writes and reviews protocol, policy, and procedures for all health center programs and services to optimize efficient and effective delivery of services and facilitate attainment of established program goals and objectives.

2. Performs the duties of a Registered Nurse Practitioner including physical exams and other clinical care as needed. Provides emergency first aid and crisis counseling to students, employees, and district visitors; refers to appropriate external healthcare providers as necessary. Consults with laboratory, pharmaceutical, medical supply, and medical services representatives as needed.

3. Serves as the District’s Public Health Officer. Assists in the development of communicable disease response, disaster preparedness, risk management and earthquake preparedness plans to promote health and safety for the campus community. Develops and negotiates partnerships with community-based health services and agencies for the purposes of offering effective referrals and coordinating health services.

4. Prepares and administers the Student Health and Wellness Center annual budget. Strategically allocates resources to support Center needs. Prepares recommendations and justifications regarding budget requests, analyzes and reviews budgetary and financial data,
and controls and authorizes expenditures in accordance with District policies and applicable regulations. Seeks additional funding sources and participates in grant development; administers grants as necessary.

5. Interviews, selects, trains, directs, supervises, and evaluates the performance of assigned professional, technical, and support staff (i.e. physicians, counselors, registered nurses, nurse practitioners, health services assistants, classified staff, and other professionals working on a contract basis) in accordance with established standards and procedures. Ensures compliance with AB 1725, Educate Code, Title V, labor agreements, college policies and accreditation rules and regulations. Promotes, encourages and provides opportunities for staff development and participation in community outreach activities. Recommends revisions to employee job descriptions and assignments.

6. Develops and maintains a Department Program Review that includes accomplishments and goals as well as staffing and other resource requirements that support budget augmentation and staffing requests. Ensures compliance with District policies as well as State and Federal laws related to healthcare and/or assigned programs. Prepares an annual self-evaluation.

7. Develops departmental Administrative Unit Outcomes (AUOs) on an annual basis that provides measurable goals to be achieved by staff in the interest of improving center efficiency and overall District effectiveness.

8. Maintains a secure system of accurate and confidential health records. Establishes and maintains computerized records and office management standard operating procedures and protocols consistent with the California Nursing Practice Act. Ensures compliance with District, State, and Federal health regulations regarding laboratory procedures, clinical practice, privacy and confidentiality of protected health information.

9. Compiles and analyzes data related to program participation and evaluation. Prepares and submits a variety of statistical and narrative reports, coordinates and responds to periodic inspections and audits, and serves as the custodian of student health records.

10. Manages the student health insurance program and educates campus about state health insurance programs (i.e. Medi-Cal, Healthy Families, Family PACT, etc.). Communicates program activities and services to other District departments, State and Federal agencies, educational institutions, social service organizations, counselors, and related community agencies to coordinate programs, services, operations, and activities.

11. Monitors and analyzes trends in on-campus healthcare needs. Maintains current knowledge of the regulations, policies and application requirements and eligibility criteria for healthcare programs, including computer hardware and software enhancements.

12. Provides leadership in district community health education efforts. Makes oral presentations to various groups regarding college health issues and conducts workshops to provide specialized information regarding healthcare and related student health and wellness program services.

13. Works with Human Resources in the coordination of District related healthcare systems, written policies, and procedures to prevent or minimize loss from student or employee casualties, including facilitation of healthcare related safety trainings (i.e. Bloodborne Pathogens Awareness, Automated External Defibrillator (AED) training, Health Emergencies
Overview, HIV/AIDS Awareness, etc.). Coordinates AED availability and assists with procedure for maintaining AED’s on campus.

14. Promotes and markets the programs and services of the Center. Works with the Public Information Office to develop and direct the distribution of brochures, flyers, and other materials to publicize healthcare opportunities for students.

15. Maintains an adequate inventory of necessary supplies, equipment, and medications; assures their security and proper use and/or disposal. Establishes and maintains center safety practices ensuring compliance with District Safety Program.

16. Serves on relevant campus-wide committees, including Management Advisory Council, task forces, and other work groups (i.e. Safety Committee, Pandemic Flu Planning, Point of Dispensing Bioterrorism Preparedness, etc.) working on health and safety issues of students and employees. Provides technical expertise concerning healthcare.

17. Serves on the campus Behavioral Intervention Team (BIT). Provides crisis intervention with counseling and referrals for students and employees to E.A.P and community mental health resources. Serves as the campus coordinator of substance abuse prevention programs.

18. Participates in appropriate professional organizations that promote the mission of the Student Health and Wellness Center.

19. Establishes and implements policies and procedures in conformance with Board Policy and all applicable laws, codes and regulations. Recommends revisions as necessary to ensure compliance.

20. Serves as Night Administrator on a rotational basis per established procedures.

21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:
Three (3) years of full-time equivalent experience as a supervising registered nurse or manager of a healthcare facility, including at least two (2) years of full-time equivalent experience supervising registered nurses and other staff. Experience working in a college or university health service position that includes budget administration, direct supervision, and program planning is desirable.

AND

Education:
• Master’s degree in Nursing AND a California Public Health Nurse certificate;

OR

• Bachelor’s degree in nursing, a California Public Health Nurse certificate, AND a Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
AND

Licenses/Certifications (All licenses/certifications must be maintained throughout course of employment):

- Valid, current Registered Nurse license issued by the California State Board of Registered Nursing;
- Valid certification as a California Nurse Practitioner;
- Valid certification in Public Health Nursing issued by the California State Board of Registered Nursing;
- Valid national certification as a nurse practitioner;
- Possession of a Nurse Practitioner Furnishing number;
- Eligible for a DEA and NPI number;
- Valid CPR, First Aid, and AED certification issued by the American Red Cross, American Heart Association, or other recognized professional organization; and
- Valid California driver’s license.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

- Knowledge of the mission of California Community Colleges;
- Knowledge of current principles, practices, methods and procedures of professional nursing.
- Knowledge of District, State and federal laws and regulations related to student healthcare at a community college, collective bargaining agreements and Board policies.
- Knowledge of clinical records maintenance, including the ability to maintain confidential information and materials.
- Current public health concerns and healthcare issues including, but not limited to, nutrition, stress management, reproductive health, mental health, substance abuse and recovery, and communicable diseases.
- Principles and techniques of supervision, training, and budget practices.
- Demonstrated knowledge of the methods, tools, materials, equipment and supplies used in the healthcare industry.
- Ability to communicate effectively and persuasively orally, in writing, and using technology.
- Demonstrated knowledge of research methods, report writing techniques, and negotiation skills, including the ability to collect, compile and analyze data.
- Ability to understand California community college student services functions and to help facilitate student health and wellness.
- Ability to learn district organization, operations, and objectives quickly.
- Ability to plan, develop, organize, coordinate, implement, direct and evaluate a comprehensive health care services program at a community college student health center, including planning, prioritizing, scheduling, organizing and assigning work and preparing and administering budgets.
- Ability to provide emergency and crisis care intervention to students, employees and visitors and administer treatment as needed.
• Demonstrated successful experience working efficiently and effectively with students, employees, community agencies, and with other institutions of higher education to advocate for the health of the community.
• Demonstrated successful experience training, supervising and evaluating the performance of assigned personnel.
• Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
• Ability to interpret and apply complex and technical state and federal laws and regulations related to student healthcare.
• Demonstrated successful experience meeting schedules and timelines.
• Ability to operate a variety of medical, office, and computer equipment, including peripherals and applications software such as database management, spreadsheet, word processing, and software related to area of assignment.
• Demonstrated ability to work effectively in a participatory manner with all segment of the college community and community at large;
• Proficiency in applying technological applications to daily work;
• Ability to lead, implement and manage change;
• Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
• A commitment and sensitively to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
• A commitment to universal access for all populations.
• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;

PERSONAL AND PROFESSIONAL COMPETENCIES:
Every administrator with the College is expected to be:
• A creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications;
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, and an entrepreneurial nature;
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.
PHYSICAL DEMANDS:

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; exposure to Bloodborne pathogens, biohazards, chemicals; occasional contact with dissatisfied individuals; and travel from site-to-site.

SALARY:

This educational administrator position is twelve (12) months per year and will be on a negotiable individual contract and exempt from overtime and compensatory time accumulation.
ACCOUNTING TECHNICIAN III
A Classified Represented Position

OVERALL RESPONSIBILITIES:
Under the supervision of the Director, Accounting Services, the accounting technician provides technical general ledger accounting services in accordance with generally accepted federal, state, county and district accounting requirements, regulations, and practices. Prepares accurate and timely budget and financial information used for current and future financial and program decisions. Reviews, maintains, and reconciles a full range of account balances, and analyzes and examines accounting data for assigned functions such as accounts payable, accounts receivable, reconciliations, and asset inventory. Requires the frequent use of independent judgment in making decisions within established accounting systems and procedures. Assists in ensuring district compliance with applicable rules, regulations, policies, and procedures. Performs other related duties as assigned.

ESSENTIAL DUTIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs a variety of complex accounting work involving the allocation and disbursement of funds as required by program and grant guidelines.
2. Audits, monitors, posts, reconciles, and adjusts general ledger accounts, student accounts receivable, and banking transactions. Compiles and analyzes accounting data and statements for managers and auxiliary operations.
3. Applies District accounting policies and procedures and advises district staff and the public of appropriate Business Services policies and procedures as part of the customer service commitment to the College and community.
4. Oversees, receives, requests, posts, and balances cash receipt transactions. Responsible for following appropriate cash handling and management procedures and reconciling bank accounts.
5. Establishes new accounts in computer systems.
6. Prepares, files, and reconciles required reports.
7. Creates and maintains various ledgers or databases for the purpose of monitoring and balancing accounts such as student financial aid, grants, categorical, fringe benefits, district cash, student payables, and/or receivables.
8. Maintains comprehensive accounting records on construction projects and vendor contracts in order to comply with Los Angeles County Office of Education, State Chancellor’s Office, and other agencies in compliance with applicable laws and requirements with regard to capital outlay expenditures, tracking, and reporting. Audits capital outlay accounting records, project invoices, and other construction documents as required.
9. Assists with the monitoring, training, and directing work of lower level classified staff, adult hourly and/or college assistants, as directed.
10. Cross-trains and performs the essential duties of equal or lower level classifications/positions within the department, as needed.

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

**Experience**
Three (3) years of full-time accounting or finance experience. Position requires proficient use of Microsoft Excel software application.

**Education**
Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university is required. Two years of related experience in addition to that identified above may be substituted for each one-year (30 semester units) of college.

**Desirable Qualifications:**
- Associate's degree or higher.
- Coursework in finance, accounting, business administration, or a related field.
- Previous experience working in an educational institution.
- Experience preparing financial reports.
- Experience with auditing, monitoring, posting and reconciling general ledger accounts.
- Knowledge of an administrative computer information management system (preferably Datatel).

**Knowledge of:**
- Generally accepted accounting principles, practices, and procedures applicable to community college districts.
- Methods, practices and terminology used in accounting and computerized accounting systems.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Computer software applications including spreadsheet, database, and word processing programs such as Microsoft Excel, Access, and Word.

**Ability to:**
- Learn, interpret, explain, and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Apply knowledge of modern office practices and equipment including automated word processing, record management and filing systems.
- Assume responsibility for routine clerical detail.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Coordinate, organize, schedule, and perform responsible and complex accounting clerical work requiring the use of independent judgment, initiative and application of accounting procedures and systems.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with others.
- Plan and organize work in order to meet schedules and timelines.
- Type with speed and accuracy using word-processing, spreadsheet and other business-related software.
- Prepare correspondence and reports.
- Perform calculations on a ten-key calculator keypad by touch.
- Show willingness to participate in cross-training activities. Ability to learn quickly and retain new information.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students, staff and community.

PHYSICAL CHARACTERISTICS:
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

OTHER POSITION SPECIFIC CONDITIONS (Job Announcement ONLY):
Due to department specific workload demands, the department has established an internal vacation use policy.

SALARY:
Classified Represented Salary Schedule B, Range 30.

HR: yb

Reviewed by:
☒ D. Voogt
☒ CSEA, C. Madia

07/2011
Senior Human Resources Generalist (Confidential)

Definition: Under the direction and supervision of the Director, Human Resources, works independently as well as in a team environment and performs a full array of highly skilled, complex, technical, and professional Human Resources functions of the District. The position coordinates, plans, schedules, performs, develops and implements a variety of work associated with the major personnel functions including employee recruitment; applicant tracking and selection; entry paperwork processing; classification and compensation; human resources information management; reporting and employee records management, in addition to the functions of equal employment opportunity and labor relations. Performs other duties as assigned.

In addition to the set of general duties for all Senior Human Resources Generalist positions, each Generalist will be assigned to additional tasks specific to Full-time Faculty, Classified or Part-time Faculty employees.

Full-Time Faculty Generalist:

- Disseminates academic minimum qualification and equivalency information and maintains listings and records in conjunction with the Part-time Faculty Generalist.
- Determines discipline placement (FSA) for all faculty and educational administrators for approval by Academic Senate.
- Tracks educational units for faculty salary advancement.
- Gathers information and provides calculations for determining Department Chair reassign time.
- Tracks the evaluation process for both tenured and tenure-track faculty and provides proper notification to the appropriate parties involved.

Classified Generalist:

- Assists in maintaining the District’s position classification plan.
- Conducts surveys concerning classification, compensation and related information.
- Reviews and researches reclassification requests, creates and revises job descriptions as necessary and prepares all associated paperwork.

Part-time Faculty Generalist:

- Disseminates minimum qualification and equivalency information and maintains listings and records in conjunction with the Full-Time Faculty Generalist.
- Tracks and determines part-time (adjunct) faculty salary advancement.
- Reviews annual Associate Program data paperwork and processes adjunct instructors for placement.
- Coordinates with Academic Affairs/Instruction on tracking the 67% rule for adjunct and non-credit instructors.
- Maintains an eligibility pool of potential adjunct faculty for each discipline. Ensures currency of documentation and qualifications for returning adjunct faculty. Tracks the evaluation process for adjunct faculty and provides proper notification to the appropriate parties involved.
DUTIES OF ALL GENERALISTS:

**Recruitment, Selection and New Hire Processing:**

Coordinates the employment process for new and replacement positions in area of assignment.

Serves as liaison between selection committee, the hiring administrator/manager and the Superintendent-President during the employment process.

Analyzes and organizes new position requests, including but not limited to proper classification, salary placement based on duties required and cost projections, in preparation for approval.

Manages requisition and recruitment process for newly approved positions.

Assists in preparation of materials for and participates in job fairs and other special events.

Participates in the analysis and creation of new positions and reviews, edits and types job descriptions/announcements for new, replacement and reclassified positions. Performs salary and job description surveys as necessary.

Researches recruiting sources appropriate for position. Writes effective advertising text.

In conjunction with office staff, provides applicants with information relevant to position, including recruitment and examination requirements, minimum qualification and equivalency factors, and explanation of the hiring procedure.

Evaluates transcripts to determine minimum qualification and equivalency, and occupational/professional experience for minimum qualification, referring only matters requiring policy decisions to the Director or Vice President of Human Resources.

Evaluates applications to determine eligibility based on minimum qualifications.

Oversees formation of selection committees and conducts selection committee orientation and screening meetings, instructs committee members, Selection Committee Representative and Committee Chairperson in procedures and standards to be applied and gives general guidance to committee members to ensure a fair, equitable, and ethical process. Monitors compliance with equal employment opportunity guidelines as they pertain to the hiring process. Debriefs selection/interview panels to review scoring results and disqualifications.

Researches and recommends job-specific interview questions and skills evaluations as necessary.

Advises administrators in making of reference calls, employment offers and regret calls as well as the preparation of required hiring forms as necessary.

May serve as a voting, non-voting, or administrative support member on committees in area of assignment (i.e. staffing, reclassification, handbook, disciplines committee, etc.)

Reviews Authorization to Employ forms for correctness and completeness, recommending the salary placement of new hires. Gathers all documentation and necessary approvals for submission to Payroll. Distributes documentation to Payroll and other appropriate offices for processing. Prepares offer letter. Makes appropriate entry to Board agenda.

Participates in creation and updating of orientation forms and materials, coordinates orientation with Benefits Technician, assists new employees with paperwork as necessary, reviews documents for completion after orientation.

Prepares and maintains employment related contracts.

Prepares information for and participates in the new hire orientation for the area of assignment.
Responsible for creation, organization and maintenance of all employee biography and award records and acts as district resource and contact person for these records. Gathers and updates employee biography and award information. Responds to requests for employee biography information for events and to requests various offices on campus. Prepares specialized reports and abstracts as needed.

**Labor relations:**

Provides standard contract interpretation to district managers and employees. Refers to the HR Director complex contract inquiries as well as a variety of employee relations, grievance and related matters. Provides background information as necessary.

Supports the District negotiating team in the area of assignment. Attends negotiation sessions, records and prepares minutes of meetings.

Performs research and surveys on negotiation topics as needed. Prepares reports for the District negotiation team.

Prepares draft language for negotiations as needed.

Maintains master negotiation materials file for final contract preparation and placement on the Board of Trustees agenda.

Prepares board agenda items and materials related to negotiations.

Implements processes related to new or revised contract language in area of assignment.

Prepares timely Human Resources reports as required by collective bargaining agreements.

**Information Processing:**

Assists in the development, interpretation and application of personnel policies, procedures and systems and recommends improvements and modifications.

Prepares Board Agenda items, personnel schedules and supporting documentation; produces and distributes materials and reports related to the personnel function under the direction of the Vice President and Director. Responds to administrative requests for information as directed.

Communicates with Payroll as well as other departments in resolving paperwork processing, employee classification, compensation and management information system issues.

Maintains and administers applicant tracking software, utilizes the District’s integrated management information system, participates in development of varied technologies and techniques for organizing, analyzing and presenting personnel related information. Responsible for or oversees input of employee data into computer. Updates distribution, seniority, education, staff directory, position listings and other employee information.

Reviews personnel transactions for compliance with District practices and procedures to assure compliance with current rules, regulations and contract provisions, and assists in the resolution of transaction issues, conflicts and errors. Reviews, records and updates employee status changes.

Collects, assembles and tabulates statistical records and a variety of data relating to District employees and anticipated vacancies, costs and hiring status.

Assists the public, either in person or over the phone, by referring them to sources of information, giving out standard forms and explaining how to complete them, and giving information where judgment, technical knowledge and interpretation of policies, procedures and regulations are necessary or answering requests for information by consulting various available sources.

Responds to requests for survey data from other agencies or organizations related to the area of assignment.

Responsible for maintaining confidentiality of all personnel proceedings, records and reports.
**Office Administration:**

Directs, trains, and reviews work of assigned temporary staff in the Human Resources Office on a day-to-day or project basis.

Maintains friendly, supportive and problem-solving atmosphere for students, faculty, staff and the public. Assists in greeting and providing services to the public and District staff and in answering telephone calls.

Revises and updates a variety of District forms related to the Personnel process, creates and designs special forms as needed to improve administrative systems and expedite personnel processes. Assists in developing and updating office procedures to ensure operational efficiency.

Oversees maintenance of personnel files and records of assigned area.

**MINIMUM REQUIREMENTS:**

*Experience:* Equivalent to three years of full-time increasingly responsible human resources office experience which includes at least one year of experience working with the employment process.

*Education:* Bachelor’s Degree from an accredited institution. **Two additional years of relevant experience and education equivalent to an Associate’s degree may be considered in lieu of a Bachelor’s degree.**

**DESIRABLE QUALIFICATIONS:**

- Bachelor’s degree in Human Resources, Business, Public Administration, Psychology or a related field.
- Recruitment experience in the area of assignment, i.e. Faculty or Classified employment.
- Work experience in a college of public sector environment.

**Ability to:**

- Understand, interpret and apply policies, rules and regulations.
- Work at a fast pace under the pressure of daily deadlines with frequent interruptions.
- Assist in providing a service-oriented environment, demonstrating tact and poise in working with the staff and the public on matters of a confidential and sensitive nature.
- Compose clear and concise correspondence and produce effective reports on a variety of matters independently or with a minimum of instruction.
- Participate in professional training sessions.
- Organize complex processes with great efficiency.
- Maintain detailed and accurate records and data bases for reports and for auditing purposes.
- Provide appropriate information to the staff and the public in a friendly, professional manner.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Type with speed and accuracy using word processing, spreadsheet and other business-related software. Make accurate mathematical calculations.
- Demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

**Physical Characteristics:** Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor.

**SALARY:** Range 19, Confidential Salary Schedule.

1/06
Revised 02/07
Revised 7/2013
Santa Clarita Community College District
COLLEGE OF THE CANYONS
announces an employment opportunity for

XXX INSTRUCTOR

Full-time Tenure track  
Position # ACAXX-XXX  
Review Date: XXX

Position Description: College of the Canyons is seeking a faculty leader in the area of XXX. This is a professional, full-time tenure-track position beginning in the XXX semester. The instructor will be expected to participate in program and curriculum development as well as other professional responsibilities. The position may include a combination of teaching, department, division, college, and community leadership functions. Assignment may include day, evening, and weekend duties at all District sites and distance learning assignments.

Duties of the Position:
- XXX
- Maintains weekly office hours and participates in department, division, and college committees and governance.
- Participates in and implements departmental and college program reviews.
- Participates in additional faculty responsibilities including college decision-making activities related to both professional and academic matters and providing subject matter expertise related to Instructional Service Agreements and activities.
- The activities will occur both within the department as well as in the larger College setting.
- Performs other duties as assigned.

Minimum Qualifications:
- XXX

Desirable Knowledge, Skills, Experience and Abilities:
- XXX
- Commitment to maintain currency in the discipline, including use of advanced technology required in the discipline.
- Experience with online teaching and pedagogy is desired.
- Strong commitment to professional growth and development and to the continued innovation and improvement of successful teaching.
- Ability to work effectively with computers and other forms of advanced technology utilized in providing high quality instruction and the understanding and successful use of learning technology.
- Willingness to facilitate and encourage students’ success by working to develop varied and innovative academic learning environments.
- Ability and willingness to teach a wide range of classes as schedules and institutional commitments require.
- Ability to communicate professionally and clearly with students and staff, both orally and in writing.
- Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and educational partners.
- In addition to being well qualified to teach in their respective disciplines, it is desirable that faculty have additional abilities and interests in contributing to other professional pursuits at the College, such as: instructional innovation, second language ability, sponsoring clubs, new program development, student success initiatives and community or high school outreach.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college students.

Professional Responsibilities:
- Faculty members at College of the Canyons facilitate student learning by working to develop every student’s abilities and by designing varied and exciting learning environments.
- Instructors work as team members with all staff, create innovations in learning methods, and work to provide an environment for students to be partners in learning.
- Instructors also assist in program planning, carry out related projects, and evaluate related department programs and faculty.
- Faculty members carry out their professional responsibilities by participating in the college decision-making activities related to academic and professional matters via meetings, by participating on project teams, by engaging in ongoing and meaningful professional development, and by providing support to students on a one-to-one and small group basis at regularly scheduled times.

In addition to professional expertise in teaching within the discipline, applicants should possess the following abilities and attitudes that have been identified as important to successful performance in the position.

Professional Abilities:
Santa Clarita Community College District
COLLEGE OF THE CANYONS
announces an employment opportunity for

XXX INSTRUCTOR

Full-time Tenure track
Position # ACAXX-XXX
Review Date: XXX

- Success and commitment as a team player, including the ability to engage in cooperative problem solving;
- Success at initiating, executing and following up on projects, including the ability to set specific objectives and measure achieved results;
- A commitment to and knowledge of the pedagogical mission and the California Community College system;
- A positive attitude, including the ability to foster collegiality;
- Flexibility, including the acceptance of and willingness to change;
- Open-mindedness, including fairness and the ability to see multiple perspectives;
- The willingness to take risks and be innovative;
- A willingness to see complex tasks through to completion; and
- The willingness to accept responsibility for professional and personal growth.

Conditions of Employment:
- Ten-month per year position, anticipated start date Fall 2013.
- Placement on the Academic Salary Schedule C, depending on education and experience. Starting salary range: $52,920-$84,144 annually.
- All or part of the teaching assignment may be evenings and/or weekends at all District sites, including the Canyon Country campus.
- The instructor may be expected to deliver instruction utilizing nontraditional delivery methods.
- Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Board of Trustees approval.
- An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
- Position is contingent upon funding and is subject to change.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Physical Characteristics:
Position requires sitting and viewing a computer monitor for short periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related welding equipment; frequent reaching, bending, stooping and twisting at the neck and waist; occasional kneeling, crawling and squatting; handling and working with various materials and objects; frequently exert 35 to 50 pounds of force to lift, carry, push, pull or otherwise move objects and occasionally lift and stack objects up to 50 pounds; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor. Must be able to perceive the nature of sound, utilize near and far vision, and depth perception. Work exposes incumbent to infrared and UV rays, toxic, pathogenic, or otherwise irritating substances and chemicals and requires the use of protective devices for eyes, respiration and hearing.

About the District:
The college of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves nearly 22,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. The college offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. This emphasis is reflected by nearly 3,000 networked computers spanning two campuses and more than 50 separate computer labs for students.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.

APPLICATION AND SELECTION PROCESS: Applicants are encouraged to complete their applications online at www.canyons.edu/jobs. Applicants may check the status of their application online and may expect to be notified within approximately 3 weeks following the review date as to the status of their application.
Santa Clarita Community College District
COLLEGE OF THE CANYONS
announces an employment opportunity for

**XXX INSTRUCTOR**

**Full-time Tenure track**
**Position # ACAXX-XXX**
**Review Date: XXX**

All materials listed below are required for your application packet to be considered complete (except the Confidential Recruitment Survey, which is optional). Incomplete applications will not be considered for this position. All required supplemental application materials must be uploaded to the online application or received by the Human Resources Office by the end of the day on the review date of XXX. The Human Resources Office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Rd., Santa Clarita, CA, 91355.

- A completed **District Academic Application Form** with an original signature (Applications made online do not require an original signature.)
- **Cover letter** addressing how and why candidate meets the required and desired qualifications for this position.
- A **detailed resume** summarizing education and experience.
- **At least three (3) current (within the last five (5) years) letters of recommendation** are required. **Letters must be signed and dated.** One formal, signed teaching evaluation (dated within the last five (5) years) may be substituted for one letter of reference. **Three (3) current letters of professional reference that clearly describe why you are a strong candidate/good fit for this specific position based on the job description, are preferred.**
- **College transcripts** verifying educational degree(s) and/or coursework required for the position. Unofficial or copies of transcripts may be submitted for application purposes; however, official transcripts must be submitted before hiring. Copies of college diplomas are not acceptable in lieu of transcripts. Please see our website for requirements regarding evaluation of foreign degrees.
- **Confidential Recruitment Source Information Sheet** (Voluntary Survey). This is voluntary.

**Optional Application Submission Materials:**

- XXX

Applicants are encouraged to apply online. However, if you would like to receive an application packet, contact the Human Resources Office at (661) 362-3427/TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources.

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

**The College is expecting to conduct initial interviews the week of XXX and final interviews the week of XXX.**

**Notes:**

- Hiring committees review all complete qualified application packets and select applicants for interview based on those who most closely meet the criteria listed in the job announcement. Possession of the minimum qualifications does not guarantee an interview.

- A teaching demonstration will be required for those candidates selected for an initial interview.

- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

**Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled.**

**EEO POLICY:**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources Office directly at 661-362-3427.
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XXX INSTRUCTOR

Full-time Tenure track
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