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:**
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- 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:
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.
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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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