



COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

This position is a high priority for our district for the 2017-18 year, and is contingent upon continued available district and state funding.

Position Number:
ACA17-285

announces an employment opportunity for

LIBRARIAN

Full-Time Tenure Track Faculty Position

Review Date: April 9, 2018

POSITION DESCRIPTION

College of the Canyons is seeking a faculty leader in the area of Library Science. This is an eleven-month professional, full-time tenure track position beginning fall 2018. This position is responsible for library outreach and implementation of tools and programs related to equity initiatives on campus. All Librarians perform multiple roles including public service, user instruction and coordination of the operational area, as well as other professional responsibilities. The position may include a combination of teaching, department, college, and community leadership functions. Assignment may include day, evening, and weekend duties at all District sites.

DUTIES OF THE POSITION:

Under the direction of the area Dean and in coordination with the Head Librarian:

- Develops and customizes specialized programs, services, and tools for providing library support Districtwide.
- Acts as liaison between the library and faculty and staff in instructional divisions and administrative units on matters related to equity.
- Collaborates in the development and maintenance of the web presence of the Library (social media, web page).
- Collaborates in the selection for purchase of materials related to equity and outreach.
- Provides reference desk assistance.
- Participates in the Library's information literacy program as needed.
- Interacts with vendors on behalf of the library in relation to library materials concerning outreach and equity issues.
- Works collegially with other faculty, staff, and administrators on campus committees, represent College of the Canyons to local and regional organizations, and investigate mutually beneficial community partnerships with local businesses, libraries and schools.
- Maintains 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 professional and academic matters. The activities will occur both within the department as well as in the larger College setting.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- Possession of an **unexpired** California Community College Instructor Credential in Library Science

OR

- Master's degree in library science, or library and information science

*No equivalencies are accepted for this discipline

***Note to current COC adjunct instructors in the discipline:**

If you were qualified and hired under the previous set of equivalencies, you may still qualify for this position. Please contact Human Resources.



DESIRABLE KNOWLEDGE, SKILLS, EXPERIENCE AND ABILITIES:

- A Master's degree from an American Library Association (ALA) accredited institution.
- Experience providing reference assistance, either in person or through virtual channels, to library users.
- Experience developing and presenting workshops or similar library instructional sessions.
- Commitment to maintain currency in the discipline, including use of advanced technology required in the discipline.
- Familiarity with issues of equity, diversity, and inclusion in library or academic settings and experience with outreach initiatives.
- 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 student success by working to develop varied and innovative academic learning environments.
- 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 education 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 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.
- Faculty members work as team members with all staff, create innovations in teaching and learning methods, and work to provide an environment for students to be partners in learning.
- Faculty members 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:

- 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 the mission and values of the community college;
- 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:

- Eleven-month position; anticipated starting date July 2018 (start date is not negotiable).
- Initial Salary Placement on Academic Salary Schedule 1 is dependent on education and experience. Salary range is from: \$65,508 – \$104,160 annually (adjusted for 12 months of pay per year). Column placement is based on education and step placement will be based on years of professional experience, not to exceed nine (9) years' experience for a maximum placement of Step 10: For details, click on link to [Academic Salary Schedule](#).
- Part of the teaching assignment may be evenings and/or weekends at all District sites.
- The instructor may be expected to deliver instruction utilizing nontraditional delivery methods.
- An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- 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.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Official transcript must be submitted upon offer of employment.
- Position is contingent upon funding and is subject to change.

PHYSICAL CHARACTERISTICS

Position is a stationary position and requires use of a computer for extended periods of time plus frequent periods of movement from one area to another, which may include traversing to different floors of a building; operating a computer and related equipment; communicating and providing information to others; and travel from site-to-site.

ABOUT THE DISTRICT

Innovative. Collaborative. Entrepreneurial. These qualities not only define College of the Canyons, they characterize the faculty, staff and administrators who make this college one of the most unique among California's 113 community colleges.

Established in 1969, College of the Canyons is among the fastest-growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success and equity. In fact, its completion rates rank among the highest in the state. The college has established a well-deserved reputation for bolstering economic development and offering innovative career technical education programs that are responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves a dynamic, growing 367-square-mile area of northern Los Angeles County that encompasses the City of Santa Clarita, the third largest city in Los Angeles County after Los Angeles and Long Beach, as well as the surrounding greater Santa Clarita Valley. A steady infusion of new residents and businesses creates a spirit of limitless possibilities that inspires the college to be flexible, creative and attuned to the region's evolving needs. The expanding diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college's influence in the community is best illustrated by the dozens of collaborative partnerships it has forged with local school districts, government entities and service organizations. More than 75,000 children from every local school district have experienced the arts as part of the college Performing Arts Center's K-12 Arts Education Outreach Program. And, Academy of the Canyons, an early/middle college high school ranked among the top 10 percent of high schools in the nation, is housed on our Valencia campus.

College of the Canyons is housed on two campuses, in Valencia and Canyon Country. It offers 83 associate degree programs, including 21 that provide guaranteed transfer to the California State University system, as well as 71 programs leading to workforce training certificates. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center at the Valencia campus has removed barriers to higher education by offering approximately 40 bachelor's and master's degree programs, as well as certificates and credentials, from five public and private universities. The center has enriched the lives and livelihood of more than 14,500 students and 2,600 graduates since opening in 2002.

Because of the college's reputation for consistently meeting the needs of the community, local voters have approved three bond measures valued at more than \$472 million since 2001. The college also secures substantial funding 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.

Given its commitment to growth and innovation, College of the Canyons has set a new standard for what a college and its students can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.



APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at <http://www.canyons.edu/Offices/HumanResources>. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178.

Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- **A District Academic Application.**
- **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 years) letters of recommendation** are required. **Letters must be signed (no fancy font signatures) and dated.** One formal, signed teaching evaluation (dated within the last five years) may be substituted in lieu of 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) required for the position. Submit unofficial copies of transcripts for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts.
Important note on minimum education requirements: Units and/or degree(s) earned must have been awarded by a college or university accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Please see our website for evaluation requirements for units and degrees earned at foreign institutions.
- **Confidential Recruitment Source Information** (Voluntary Survey).

Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178
Or visit our website at

<http://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 May 7, 2018 and final interviews the week of May 14, 2018. This is a tentative schedule and is subject to change.

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.
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- 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. This recruitment may be used for future vacancies.

EQUAL EMPLOYMENT OPPORTUNITY:

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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www.canyons.edu



REDEFINING COMMUNITY COLLEGE SINCE 1969