



Instructional Service Agreements

Frequently Asked Questions (FAQs)

Q. What are the minimum qualifications to become an ISA Instructor?

A. 1) Any master's or bachelor's degree and two years of experience working in the field; OR 2) Any associate's degree and six years of experience working in the field; OR 3) College work equivalent to an associate's degree plus 6 years' experience working in the field.

Q. How is associate degree equivalency determined?

A. Successful completion of 40 semester units of associate degree level courses, including a minimum of 18 general education course units required for the associate degree and 320 hours of academy training and six years' experience working in the field.

General Education

To meet the general education requirements for the associate degree or equivalent, the applicant must include transcripts documenting successful completion of a minimum of 18 semester units, including a minimum of 3 semester units in each of the 5 areas. A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable.

- Natural Science (e.g. Astronomy, Biology, Chemistry, Environmental Science, Physical Anthropology, Physical Science, Physics)
- Social Sciences (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- Humanities (e.g. Art, Dance, Design, Foreign Language, Humanities, Literature, Music, Philosophy, Photography, Theater)
- English Composition (Expository writing)
- Communication and Analytical Thinking (oral communication, mathematics at minimum one level below transferable, logic, statistics, computer language and programming)

Q. What documents are necessary for Board approval?

A. The following documents must be submitted before an applicant may be Board approved:

- COC Instructor Application
- HR/Board Policies (3410, 3430/3435, 3550, 3720)
- Resume
- TB Test or TB Risk Assessment
- College Transcripts

B. Can copies of a degree be submitted instead of college transcripts?

A. College transcripts are necessary to establish an applicant has completed the minimum education requirements, especially when determining associate's degree equivalency. Copies of diplomas/degrees are not acceptable.



Q. Can unofficial college transcripts be submitted?

A. Unofficial copies of college transcripts are acceptable.

Q. What other documents are necessary following board approval?

A. Once an applicant has been board approved, the following documents are necessary to complete the hiring process:

- Signed contract
- Agency letter
- ISA Instructor Orientation Acknowledgement form

Q. What are the ISA instructor duties?

A. ISA Instructor duties include, but are not limited to the following:

- Ensure that training time is expended in full compliance with the course objectives determined by the District.
- Ensure the safety and well-being of students.
- Ensure the proper delivery of instruction in accordance with District course outlines and approved curriculum.
- Supervise instruction for each course section, which includes maintaining continued physical presence and contact with students during all instructional activity and/or maintaining continued synchronous online contact with students during online instructional activities.
- Maintain accurate and current records documenting the physical presence of the ISA Instructor during all class meetings and sessions.
- Ensure accurate and current daily attendance records reflecting only attendance by students when approved instructional activities identified in the District-approved curriculum and course outlines are occurring.
- **Sign and submit rosters and grade sheets.** Students will sign the rosters and original signatures shall be provided to the District. The rosters will identify the course from the approved specific list above and course number, and will contain a certification of the ISA Instructor's supervision of instruction in accordance with Section 4.d above.
- Ensure the effective use of instructional methods, technology, testing and remediation.
- Ensure the proper administering and scoring of course tests.
- Ensure the accurate calculation of final student grades and the prompt submission of grades to the Director of Admissions & Records within 10 days of course completion.
- Ensure compliance with all District policies and administrative procedures while conducting any training program on or in District facilities.

Q. How often is an instructor required to teach?

A. An ISA instructor must teach at least once during his or her contract term. When a contract expires, it may only be renewed if an instructor has taught at least once during the contract term (3 years).



Q. What information is required for submitting course rosters?

A. All course rosters must include the following:

- Approved course name and number
- Signature of at least one approved ISA instructor

Q. Can more than one instructor be listed on a roster?

A. More than one instructor may be listed on a roster, but all instructors who wish to be credited with teaching the course must also sign the roster. Additional instructor signature sheets may be attached to course rosters.

Q. Can instructors hired under different minimum hiring qualifications renew their contracts?

A. An instructor whose contract has expired may have his or her contract renewed and be “grandfathered in” if the instructor has 1) taught an approved course and 2) signed the course roster at least once during the contract term. Instructors who have not taught during their contract term must be rehired using current minimum qualifications.