



Office of Human Resources & Employee Relations  
3041 West Avenue K, Lancaster, CA 93536  
(661) 722-6311

### **ADJUNCT INSTRUCTOR POSITION**

Antelope Valley College invites applications for our adjunct (temporary, part-time) faculty applicant pool for the following discipline:

**POSITION: Music Instructor**

Duties may include performance instruction and/or classroom teaching (including but not limited to theory, appreciation, songwriting, music industry, and/or other courses depending on department need).

**SALARY: Salary Schedule FE (currently \$1,186.43 - \$1,282.99 commensurate with education)**

Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

**DEADLINE: May 31, 2019**

(To establish a Pool for upcoming semesters)

**Required Minimum Qualifications:**

**(Applicant must meet one of the following)**

- **Minimum Qualifications for Faculty in California Community Colleges (9th edition):**

Any bachelor's degree or higher **AND** two years of professional experience directly related to the faculty member's teaching assignment, **OR** any associate degree **AND** six years of professional experience directly related to the faculty member's teaching assignment.

(Academic Affairs Division, California Community Colleges)

- **Antelope Valley College Equivalency:** (Approved: June 3, 2010)

Equivalency not needed, per division faculty.

**AND** sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Duties:**

- Develop and deliver instructional lectures for music courses up to 10 hours/week
- Organize and teach all levels of commercial music classes
- Use appropriate teaching methods to facilitate student learning
- Teach day, evening, and/or weekend teaching assignments, which may include distance learning (interactive television, online) and accelerated courses
- Assess Student Learning Outcomes every semester
- 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
- 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
- Participate in department, division, and college-wide initiatives and committees if desired.

## APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position.

In order to be considered for placement in the adjunct hiring pool, **ALL** of the following materials must be provided. If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Adjunct Faculty Application**.  
**Please do not state "See Résumé" on any part of the application.** Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. A personal résumé.
3. Two current signed and dated letters of recommendation from individuals having knowledge of your professional experience.
4. Transcripts\* of **ALL** college work from an accredited institution. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.  
\*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.
5. **For those disciplines with established Academic Senate's approved equivalency; complete the Supplemental Equivalency Request form (if applicant is applying based on an equivalency and is requesting review, a blank form is provided with the application).**

Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



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Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.