



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: Counselor – AVC Bridge – 3SP
(Hours – as needed)

SALARY: Salary Schedule FE (currently \$1,186.43 - \$1,449.08 commensurate with education)
Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

DEADLINE: Continuous
START DATE: TBD

REQUIRED MINIMUM QUALIFICATIONS:

- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family, and child counseling **OR** the equivalent. (Academic Affairs Division, California Community Colleges 2012)

(Note: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title V, Section 53410.1)

Antelope Valley College Equivalency: (Approved: May 19, 2012 Senate Meeting)

- A Master's degree in any discipline **AND** a minimum of 24 semester hours graduate credit in Counseling and/or Psychology.

AND a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students (Assembly Bill 1725; Education Code 87360).

DESIRABLE QUALIFICATIONS:

- Recent experience in community college or secondary counseling and guidance.
- One year experience counseling with a wide variety of diverse students and/or completion of coursework in cultural diversity.
- Familiarity with state-mandated Student Success Act of 2012.
- Knowledge of and experience using research for decision-making.

DUTIES:

- Faculty participate in curricular planning, student learning outcome, program learning outcome, development, assessment, and implementation; evaluation of educational programs; and college governance contributory to the attainment of the colleges mission and strategic goals.
- Provide academic, career, and personal counseling for prospective, new and continuing students: interpret multiple measures of standardized tests for class placement recommendations.
- Assist with the development of programs, workshops, materials, and activities to support student success.
- Assignments may include teaching human development courses.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

DUTIES (continued):

- Assist with the development and delivery of orientation programs to assist students in the development of an educational plan; provide follow-up counseling to review student progress, especially for the students who are undecided, deficient in skills, and/or subject to probation dismissal.
- Utilize computer technology as a tool in delivering counseling/advisement services.
- Assist students with college registration and advisement, including evening hours as necessary.
- Participate in division activities and college committees as appropriate.
- Participate in state and regional workshops and conferences related to Student Success and Support Program.
- Participate in planning presentations/ trainings for faculty, staff and students related to student success.
- Perform other responsibilities as assigned by the Dean of Enrollment Services and Counseling & Matriculation to fulfill the programmatic needs of the Counseling Division.
- Instructors may be assigned a combination of daytime, evening, Saturday, and off-campus classes, as the College is dedicated to the educational success of a diverse student body with diverse needs.
- Continued professional development through Staff Development or other sources is expected.
- Travel between District locations (Palmdale and Lancaster) may also be expected.

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 that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred. (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 (attached).**

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



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

SUPPLEMENTAL EQUIVALENCY REQUEST

To be used ONLY when requesting equivalency evaluation.

Applicant's Name (please print)

Division/Department

Please carefully review the approved equivalency for this discipline and provide documentation for those areas requiring verification

1. Degree

Discipline for which you claim equivalency): _____

2. Educational Preparation

Indicate the educational preparation on which you base this claim for the discipline (major):

3. Relevant Courses*

Indicate the relevant courses you have taken or other objective evidence that verifies you have the equivalent of the General Education portion for a college degree: _____

4. Work Experience**

Describe in detail what you believe establishes equivalency to the minimum qualifications. If you are using work products or other objective items that cannot be submitted, provide *detailed* information from objective sources about the nature of this work product or experience: _____

*Unofficial transcripts or photocopies of transcripts will be accepted to establish equivalency. However, official transcripts will be required if the candidate is offered the position.

**If you are using publications or other objective work products, you must submit documentation; if not possible, please explain.