



RN17-175

Office of Human Resources & Employee Relations
ANNOUNCEMENT OF ACADEMIC POSITION

POSITION: Director of Respiratory Therapy **Full time, 10 months**
Must meet standards set forth by the Commission on Accreditation for Respiratory Care (CoARC)

SALARY: Placement on the applicable salary schedule is commensurate with education
Schedule F0 - \$53,933.87 - \$79,667.66 annually + benefits

DEADLINE: May 15, 2019
START DATE: July 1, 2019

INTRODUCTION:

Under the oversight of the Dean and the Vice President of Academic Affairs, the Director of the Respiratory Therapist Program (PD) plans and supervises all aspects of the Associate of Science Degree in Respiratory Care while maintaining the academic responsibility to review, develop, and manage all Respiratory Therapist courses. Additional responsibilities include, but are not limited to the development, evaluation, and implementation of the Respiratory care curriculum, oversight of Program budgets, Academic Program Review, and Program accreditation, review and administration of pertinent policies and procedures, and assessment of personnel performance metrics as needed. The PD may be expected to work in a classroom, lab, and clinical settings incorporating computer activities, as well as one with a traditional instructional format. The PD must fulfill all requirements and maintain accreditation standards set forth by the Commission on Accreditation for Respiratory Care (CoARC). Participation as a full-time faculty member, including instruction, in department, division and campus-wide activities is required with the expectation to engage in face-to-face interaction with colleagues and students.

- **Required Qualifications:**

Per Standard 2.04 & 2.05, the PD of an Entry into RC Practice program must:

- Have earned at least a master's degree
- Hold a valid Registered Respiratory Therapy (RRT) credential and current state license
- Have a minimum of four (4) years' experience as an RRT with at least two (2) years' experience in clinical respiratory care **AND**
- Have a minimum of two (2) years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor

- **Antelope Valley College Equivalency:** Discipline faculty deemed an equivalency for this discipline was not needed.

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

DUTIES:

- In addition to teaching full-time faculty are responsible for five office hours per week, preparation time, and are expected to participate in faculty / division meetings and yearly program review.
- Full-time faculty also participate in curricular planning, student learning outcomes: data collection and writing action plans, program learning outcomes, development, assessment, and implementation; evaluation of educational programs; and college governance contributory to the attainment of the college's mission and strategic goals.
- Instructors may be assigned a combination of daytime, evening, and/or Saturday classes, as the college is dedicated to the educational success of a diverse student body with diverse needs.
- Continued professional development through the Faculty Professional Development Program or other sources is expected.
- Travel between District locations is also expected.

APPLICATION PROCEDURE

To be considered an applicant for a Faculty position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered:

1. A completed and signed Antelope Valley College "Full Time Academic Faculty Application"
2. Cover letter (addressing your interest and qualifications)
3. Résumé or curriculum vitae
4. **At least two signed letters of recommendation dated within the last year.** These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.
5. **Transcripts:**
 - a. Official documents will be required if the candidate is offered the position.
 - b. **Transcripts*** of ALL college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred. Associate's, Bachelor's degree or Doctorate (showing confer date) from an accredited institution. If transcripts are not submitted for a noted degree, the application will be considered incomplete and will not move forward in the recruitment process.

**Note:* Any degree from a country other than the U.S., including Great Britain and Canada must be evaluated by a professional evaluation service. For more information, please go to:

<http://www.avc.edu/administration/hr/employment.html>

The application must be filled out completely and signed. Do not indicate "See Resume" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted

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



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

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations. Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

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