



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF FACULTY POSITION**

**POSITION:** Electrical Technology Instructor

**Full Time Tenure Track  
10 months**

**SALARY:** Schedule A - \$ 53,105.42 - \$78,443.93 / Annually + Benefits  
(Dependent upon education & experience)

**DEADLINE:** 3/23/2017

**DATE:** Fall 2017

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**INTRODUCTION:**

Antelope Valley College's Technical Education Division is looking for a Full-time instructor for its Electrical Technology program. The Electrical Technology program FT Instructor will be teaching a variety courses including Fundamentals of Electricity, National Electric Code, Residential and Commercial Wiring, Fundamentals of Motor Controls, and other related technology courses.

**MINIMUM QUALIFICATIONS:**

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

▣ **Most current Minimum Qualifications for Faculty in California Community Colleges (10<sup>th</sup> edition):**

Any Bachelor's degree **AND** two years of professional experience **OR** any Associate degree **AND** six years of professional experience. (Academic Affairs Division, California Community Colleges)

▣ **Antelope Valley College Equivalency:** (Approved: December 2, 2010 Senate Meeting)

- College work equivalent to a Baccalaureate degree and two years of related occupational experience in discipline; **OR**
- College work equivalent to an Associate degree plus six years of occupational experience related to discipline, **OR**
- Eight years of experience as a journeyman electrician or electrical maintenance technician. Part-time experience will be prorated, two years of which must have included assignment as an instructor, trainer, or supervisor in the electrical field,  
**AND**
- A valid California Contractors License (B or C10)

*In order to obtain a contractor's license in California it is required to have four years of experience at a journeyman's level to qualify to take the state exam. Up to two years of educational experience may count toward the four years of required experience.*

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

**DESIRABLE QUALIFICATIONS:**

- ▣ Recent experience in at least two of the following specialties: residential installations and/or maintenance, commercial installations and maintenance, industrial installations and maintenance, power distribution.
- ▣ Experience teaching at the community or technical college level.

**DUTIES:**

- ▣ Responsible for teaching all courses within the electrical program. Duties include curriculum development, development of teaching materials and student learning outcomes, participation in program review, and updating course outlines
- ▣ Responsible for scheduling and availability for five office hours per week, participation in division meetings and other activities, service on campus shared governance committees, and community service.
- ▣ Responsible for establishing and maintaining an effective advisory committee and recommending qualified adjunct instructors
- ▣ May be assigned to daytime, evening, or Saturday teaching assignments

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**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/>

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## 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. **Please submit ALL of the following documents:**

1. **A completed and signed Antelope Valley College Full-Time Academic 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 letter of Intent**, addressing qualifications for this position
3. **A résumé** or curriculum vitae.
4. **Transcripts of ALL** college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred.
  - a. Unofficial transcripts or photocopies will be accepted to establish the application file; however, official transcripts will be required if the candidate is offered the position.
  - b. Any degree from a country other than the United States, including Great Britain and Canada, must be evaluated by a professional evaluation service, and proof of such submitted with application.
5. **At least two signed letters of recommendation; must be dated within the last one to two years.**
  - a. 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.
6. For those disciplines with established Academic Senate's approved equivalency, if applicable and you are **requesting equivalency evaluation**, complete the Supplemental Equivalency Request form (attached).

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

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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:



**ANTELOPE VALLEY COLLEGE**

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

Voice/Relay, (661) 722-6300 ext. 6360  
Office hours: Monday-Thursday (7:30 am – 6:00 pm)  
Friday (7:30 am – 11:30 am)

**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.

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**



ANTELOPE VALLEY COLLEGE  
Office of Human Resources

**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.