



Office of Human Resources & Employee Relations

## ANNOUNCEMENT OF FACULTY POSITION

**RN17-29**

**Full-Time, Tenure Track, 10 Months**

**Position:** Head Track & Field/Assistant Football Coach/Kinesiology Instructor

**Salary:** *Placement on the applicable salary schedule is commensurate with education.*  
**Schedule A - \$53,933.87 - \$79,667.66/ Annually + Benefits**

**Deadline:** October 1, 2017

**Start Date:** January 2, 2018

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### INTRODUCTION:

The position is a full-time teaching assignment in the Kinesiology and Athletics division.

### Required Minimum Qualifications:

- **Minimum Qualifications for Faculty in California Community Colleges (10th edition):**  
Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education **OR** bachelor's degree in any of the above **AND** master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy **OR** the equivalent. (Academic Affairs Division, California Community Colleges 2014)
- **Antelope Valley College Equivalency:** (Approved: May 7, 2015 Academic Senate Meeting)  
Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, physiology of exercise or adaptive physical education or Master's degree in any athletic or sports administration or management if earned within a division or department of health sciences or kinesiology **OR** bachelor's degree in any of the above or any bachelor's degree in recreation or tourism if earned within a division or department of health sciences or kinesiology **AND** master's degree in any life science, dance, physiology, health education, or physical therapy.

**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).

### DESIREABLES (added to job announcement on 3/1/16):

- Previous college teaching experience.
- Previous head coaching experience.
- Demonstrated ability to coach, develop and promote an intercollegiate sports program.
- Experience with year round advertisement, recruitment, organization, coordination and implementation of program needs.
- Demonstrated experience in mentoring students toward achieving positive academic and athletic progress.
- Interest and experience in holding community service activities.
- Interest and experience in promoting fund raising activities.
- Demonstrated ability to establish and maintain positive effective working relationships with on campus groups including students, faculty, administrators and staff as well as off campus community and education partners.
- Knowledge of the California Community College Association (CCCCAA) Constitution and Bylaws.

**DUTIES:**

- In addition to teaching 15 lecture hour equivalents per semester, full-time faculty are responsible for five office hours per week and preparation time, and are expected to participate in faculty / division meetings.
- Full-time faculty also participate in curricular planning, student learning outcomes, 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.

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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:



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.**

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.**

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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\_\_\_\_\_

\*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.