



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Computer Applications, Software Applications Instructor FT Faculty 10 months

SALARY: \$57,235.07 - \$84,543.93 Annually

DEPARTMENT: Career Tech Ed

**OPENING
DATE:** 04/13/21

**CLOSING
DATE:** 04/30/21 11:59 PM

Placement on the applicable salary schedule is commensurate with education.

Fall 2021

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

DESCRIPTION:

Full-time teaching assignment in the Career Technical Education division.

REPRESENTATIVE DUTIES:

- In addition to teaching 15 lecture hour equivalents per semester, full-time faculty are responsible for five office hour 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, online, 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.

MINIMUM QUALIFICATIONS:

(Applicant must meet on of the following requirements)

- **Most current Minimum Qualifications for Faculty in California Community Colleges:** Any Bachelor's degree **AND** two years of professional experience **OR** any Associate's degree **AND** six years of professional experience. (Academic Affairs Division, California Community Colleges) **or** equivalency
- **Antelope Valley College Equivalency:** Equivalency not needed, per division faculty

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).

DESIRABLES

- A master's degree in computer applications or business or management.
- A minimum of three years higher education teaching experience.
- Experience developing curriculum.
- Experience teaching office technology and/or business information professional courses.
- Experience with higher education shared governance.
- Ability to teach in an online environment.

OTHER INFORMATION:

EQUAL OPPORTUNITY EMPLOYER:

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.

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/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.

- All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
- If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
- Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
- For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

apatin@avc.edu

Position #RN20-47
COMPUTER APPLICATIONS, SOFTWARE
APPLICATIONS INSTRUCTOR FT FACULTY 10
MONTHS
AP