



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF FACULTY POSITION**

**Position:** Spanish **Full Time Tenure Track**  
**Salary:** Schedule A - \$ 53,105.42 - \$78,443.93 / Annually + Benefits  
 (Dependent upon education & experience) **10 months**

**Deadline:** March 3, 2017  
**Start Date:** Fall 2017 (Semester begins 8/18/17)

**INTRODUCTION:**

This is a full-time teaching assignment in the Spanish Language program.

**Required Minimum Qualifications:**

- Minimum Qualifications for Faculty in California Community Colleges (10<sup>th</sup> edition): Master's Degree in Spanish **OR** Bachelor's Degree in Spanish and a Master's Degree in another language or linguistics, **OR** the equivalent (Academic Affairs Division, California Community Colleges)

**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).

**DESIRABLE QUALIFICATIONS:**

- Ability to teach all levels of Spanish to non-native speakers
- Ability to teach all levels of Spanish to native speakers
- Ability to teach Spanish related literature and other courses
- Demonstrated experience teaching college level courses.

**DUTIES:**

- Responsible for teaching 15 Lecture Hour Equivalents per semester in any of the Spanish program Courses.
- Curriculum development and maintenance, and developing teaching materials.
- Participation in the creation, assessment, and planning related to Student Learning Outcomes as well as participation in annual and comprehensive Program Review.
- Participation in Division and Department meetings as well as relevant community organizations and activities related to the Deaf community.
- Participation in hiring committees of new adjuncts.
- May be assigned to a combination of evening, daytime, and weekend classes.
- Travel between District locations is also expected.

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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**