
SOLANO COMMUNITY COLLEGE **FACULTY** EMPLOYMENT
OPPORTUNITY

SPANISH PART-TIME INSTRUCTOR POOL

Applications Accepted Continuously

Job #F13-01

SOLANO COMMUNITY COLLEGE invites applications of interested and qualified instructors to join the adjunct faculty pool for Spanish. There are possible course openings for the Fall/Spring 2012-2013 semester and beyond. For your information, the District may cancel classes or change instructors as enrollment needs are determined. If this occurs, the District will notify affected parties and pay employees for actual services rendered. Part-Time/Adjunct faculty are paid for classroom instruction hours (lecture and lab) only. **Paid Office hours are available to adjunct faculty in fall and spring semesters who teach a 40% assignment or more.**

MINIMUM QUALIFICATIONS:

- Master's degree in Spanish; **OR** Bachelor's degree in Spanish AND Master's degree in another language or linguistics;
- **OR** possess a valid California Community College Instructor Credential authorizing service in the discipline (please note that issuance of CC Credentials was discontinued in July of 1990; they are no longer available);
- Demonstrated skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- **OR** the equivalent.

If you do not meet the minimum qualifications exactly as stated above, you must request an equivalency review and submit conclusive supporting documents at the time of application. Equivalency is defined as possessing the general education for the degree and the major coursework for the degree. The equivalency request form is included in the application.

NOTE: All degrees must be from accredited institutions.

REQUIRED APPLICATION DOCUMENTS:

To ensure consistency and fairness to all candidates, do not submit materials other than those requested.

1. A completed Solano Community College Academic Application.
2. A professional resume.
3. Legible copies of college transcripts for Bachelor's, Master's and advanced degrees. Submit a copy of the diploma **in addition to the transcripts** if the degree award date is not posted. *If submitting transcripts from foreign countries to meet minimum qualifications, it is recommended that certification be included that provides equivalency to United States degree standards. A listing of transcript services is available upon request.*
4. If applicable, Equivalency Request Form and conclusive evidence.
5. If applicable, a copy of your valid California Community College Instructor Credential authorizing service in the discipline.

OPTIONAL DOCUMENTS:

1. Applicant Notification Form.
2. Statistical Information Questionnaire. Information to be kept confidentially in Human Resources.

KNOWLEDGE/SKILLS/ ABILITIES:

Knowledge of teaching; multiple teaching methods which include critical thinking and problem solving strategies; and college academic requirements and standards.

Candidates must possess: a commitment to encouragement of learning and an enthusiastic attitude toward teaching; sensitivity to teach students from diverse cultural, ethnic, and socio-economic backgrounds who may have wide ranges of abilities, including the disabled.

RESPONSIBILITIES:

Teach Beginning & Intermediate Spanish classes

Provide instruction in accordance with established course outlines and expectations; inform students about course requirements; prepare and grade assignments and examinations; meet administrative timelines and submit completed and required documents and reports; and maintain required student attendance and scholastic records.

CONTINUED ON REVERSE

MINIMUM/MAXIMUM ENTRY SALARY:

\$46.03 - \$75.28 per hour

\$50.03 per hour is based on a Master's Degree and no teaching experience; \$75.28 per hour is based on a doctorate and verified teaching experience up to the equivalent of four (4) years.

NOTE:

- Submission of the application documents to the Human Resources Department by the deadline is the applicant's responsibility. Postmarks are not accepted.
- Application materials will not be sent to candidates nor received by Human Resources via FAX.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Only timely and complete application materials will receive consideration.
- Meeting the minimum qualifications for a position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed.
- Oral interviews will be conducted which may include other performance indicators.

APPLICATION INFORMATION:

Visit our web site at www.solano.edu to download our announcement and application OR email HR@solano.edu or by telephone at 707/864-7128 to obtain application materials by mail. Human Resources office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m.

Applicants needing assistance in the recruitment process due to a disability should submit a written request with the application documents.

**SOLANO COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER.**



Human Resources Department, Room 616
4000 Suisun Valley Road
Fairfield, CA 94534-3197