English Full-Time Instructor

Requisition Details

Position Information

Position Title
English Full-Time Instructor

How many positions are you recruiting for?
1

Campus
West Valley College

Position Summary Information

Definition
The English Department at West Valley College invites applications for the position of a full-time tenure-track English Instructor. Applicants should be prepared to teach a wide range of composition courses, assume departmental leadership roles, develop programs, perform institutional responsibilities, and actively participate in the faculty’s governance of the college. In addition, applicants who have an approach to teaching that recognizes and honors the various communities comprising West Valley College and Silicon Valley are desired. We seek applicants who share our excitement about teaching and who would add their unique skills, ideas, and passions to our diverse, dynamic English department.

West Valley College is located in the South Bay, a geographic region of enriching diversity that encompasses the southern part of the San Francisco Bay area. The college serves the vibrant communities of Saratoga, Campbell, and Los Gatos as well as the western sector of the Silicon Valley. The campus is expansive and occupies a park-like natural setting within the native oak woodland landscape.

Each semester, over 8,000 students pursue their educational goals at West Valley College. The college’s curricular strengths are many and include transfer preparation, career and technical education in a broad spectrum of disciplines, and college readiness coursework. The college’s robust educational programs, together with our strong infrastructure of student support, our top-notch faculty and staff, and a natural environment that fuels the mind, all meld to create an exceptional teaching and learning environment. Applicants who possess the knowledge, skills, and commitment to address the cultural and educational needs of a linguistically and culturally diverse student population are encouraged to apply.

Assignment
This is a full-time, 10-month, tenure-track position that begins in Fall 2019. Instructional assignments rotate among the English faculty. It is expected that over several semesters all levels of English offered at the college (basic skills, developmental, and all levels of English transfer-level composition) will be taught. Teaching assignment may include day and evening classes. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: West Valley College, Saratoga, CA

Salary and Benefits
Anticipated Hiring Range:

- $64,631 to $100,582 annually; placement is based upon verified academic achievement, teaching and related experience (Academic Salary Schedule, Steps 1-9).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer paid long term disability for employee.
- Employer-provided life insurance.
Sabbatical, Rejuvenation and Retraining Leaves.
Banked leave provisions.
Professional Growth and Development activities.
10 days sick leave accrued annually; personal necessity and catastrophic leave.
Conference leaves.
Opportunity for overload assignments.
Cal STRS Retirement.
Position is union affiliated.

Minimum Qualifications

1. Education – Possess one of the following:
   - Master’s degree in English, literature, comparative literature, or composition; OR
   - Bachelor’s degree in any of the above AND master’s degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism; OR
   - A valid California Community College Instructor’s Credential in English; OR
   - The equivalent of the above.

   AND

2. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualifications

Knowledge, skills, and ability to:

- Teach a range of English composition at both the developmental and transfer level, preferably at a community college.
- Provide group instruction about research strategies, integration and citation of primary and secondary information, and the development of a college research essay.
- Integrate critical thinking, the writing process, and the reading-writing connection into English composition instruction for students in developmental and transfer level courses.
- Use innovative strategies and technology to enhance instruction, improve retention, and increase student success.
- Develop a classroom environment that recognizes and honors all marginalized, “at risk,” or otherwise disenfranchised student populations in the committed pursuit of social justice and greater student equity.
- Work with faculty, staff, and students in programs designed to support student equity, retention, and success (e.g. summer bridge, Puente, Umoja, First Year Experience with Acceleration, DESP-supported courses, and learning communities)
- Experience with varied scheduling modes, including late start, summer and distance education.
- Experience with online learning and instructional technologies
- Experience with/willingness to explore new pedagogies that accelerate and contextualize developmental instruction
- Communicate successfully one-on-one with students who have a range of writing abilities from basic skills to transfer level.
- Work collaboratively campus-wide to facilitate innovation, problem-solving, conflict management, student success, and/or program development.
- Commit to continuing professional growth and development in the teaching of literature and composition.

Knowledge and Abilities

Not Applicable

Examples of Duties and Responsibilities

Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation, in-class activities, evaluation of students’ work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Maintain accurate class and other records.
- Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
File a syllabus for each course with the appropriate division offices.
Post and maintain office hours each week.
Provide each student with a current course syllabus as required by Title 5, which includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
Refer students to appropriate college resources.
Assist students by providing advice on requirements for successful achievement in the members’ area of expertise.
Assume institutional responsibilities, essential to the ongoing operation and effective achievement of department, division, college and district programs.

**Working Conditions**

Not Applicable

**Other Duties**

Not Applicable

**Physical Demands**

Not Applicable

**Applicant Information**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees not identical to the required state or local qualifications must apply for equivalency by completing the equivalency form, which is part of the application package. See Equivalency Information below.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U.S. degrees by a certified U.S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application. A list of sample credential review services is available on the District HR website at: https://wvm.edu/services/hr/careers/Forms/Foreign%20Degree%20Equivalency%20Resources.pdf
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

**EQUIVALENCY INFORMATION:**

Applicants applying under equivalency bear the responsibility of submitting the District’s Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match
Selection Process

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.

Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

Special Instructions to the Applicant

Posting Number  
FY18/19-828FT

Open Date  
12/20/2018

Close Date  
02/11/2019

Open Until Filled  
No

Requisition Specific Questions

Required fields are indicated with an asterisk (*).

1. * Identify at least one challenge that you envision students will encounter as transfer-level composition courses become more accessible to all students under AB 705. How do you plan to address the(se) challenge(s)? (300 words maximum)

(Open Ended Question)

2. * What innovative teaching and learning strategies do you find exciting and intriguing, specifically regarding distance education and in-class use of technology, and how do you or might you use them to enhance instruction, improve retention, and increase student success? (300 words maximum)
3. Identify a particular community college student population and a problem or challenge that they face. How would you address this problem/challenge within the classroom or within the college community?

(Appendix Question)

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter
3. Transcripts

Optional Documents

1. Additional Transcripts
2. Other Related Licenses or Certificates
3. Supporting Documentation for Equivalency Request 1
4. Supporting Documentation for Equivalency Request 2