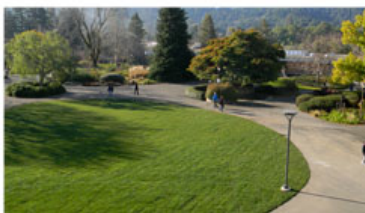


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## Human Resources

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### Current Openings

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<b>Job Title:</b>	History Instructor Part-time Temporary Pool
<b>Closing Date/Time:</b>	Continuous
<b>Salary:</b>	See Position Description
<b>Job Type:</b>	Part-time Temporary Pool
<b>Location:</b>	Kentfield, Indian Valley (Novato) &/or Online, California

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See "Essential Functions" section.

*Note: College of Marin's faculty pools are open to applications on a continuous basis. Although there may not be any current openings, applications will remain on file until the hiring department has an immediate need to add candidates to their pool. Screening and interviews can be conducted at any point in time as the hiring department desires. Applications received after that time will remain on file for the next screening period or for up to one year. Once a screening has occurred, applicants will be notified of their status.*

#### Essential Functions:

Instructors appointed to the part-time temporary pool may be used to cover part-time, temporary and/or substitute openings in the department. Assignments can vary in duration and are not guaranteed. Duties may include assignment in any History course, including, but not limited to: World History; Western Civilization; and History of the United States.

Also included are:

- Providing effective classroom or laboratory instruction using methods and materials appropriate to the subject matter
- Preparing and grading all class assignments and examinations
- Advising, assisting and evaluating students, evaluating learning outcomes and maintaining regular office hours
- Participating in program activities including curriculum and program planning, development, evaluation, and decision making as well as the development of new teaching-learning methods and materials
- Contributing to development of program policies and procedures
- Participation in departmental and college professional activities and/or committees is welcomed, but not required
- Maintaining accurate and timely student records as required
- Maintaining currency and depth of knowledge in assigned area of responsibility
- Maintaining appropriate standards of professional conduct and ethics
- Communicating with excellent written and oral skills in English

**Requirements & Desirables:****REQUIREMENTS**

- 1.) A Master's degree in History; **OR**
- 2.) A Bachelor's degree in History **AND** a Master's degree in Political Science, Humanities, Geography, Area Studies, Women's Studies, Social Science, or Ethnic Studies; **OR**
- 3.) The equivalent; **AND**
- 4.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community.

**KNOWLEDGE, SKILLS & ABILITIES (Desirable Attributes & Skills)**

- Competencies related to: curriculum & course development; teaching & learning theory; information resources & evaluating student outcomes; and, assisting student to develop critical thinking skills
- Ability to communicate clearly orally and in writing with a diverse campus community
- Currency and depth of knowledge in assigned area of responsibility and subject matter
- Strong organizational skills
- Ability to work effectively and professionally with colleagues and members of the campus community
- Commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of the College of Marin
- Understanding of contemporary equity and diversity concepts and issues in a community college setting
- Familiarity with, willingness and ability to use multiple teaching methods including computer based learning
- Ability and enthusiasm to use teaching methods that engage students and encourage them to be motivated self learners
- Knowledge, training and experience with online pedagogy and technology
- Evidence of excellent written and oral skills in English

**REQUIRED CLEARANCES**

The following clearances must be made prior to appointment:

- Criminal Justice/Fingerprint Clearance
- Tuberculin (TB) Clearance
- Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

**REQUIRED APPLICATION DOCUMENTS**

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

- A.) Cover letter (cover letter)
- B.) Resume or C.V. (resume)
- C.) Complete copy of college transcript conferring Bachelor's degree (bachelor's transcript)
- D.) Complete copy of college transcript conferring Master's degree (master's transcript)

*(If you hold additional degrees beyond the Bachelor's and Master's level, please attach a copy of your transcript conferring these degrees as well. Unofficial transcripts are acceptable for application purposes, as long as they confer the degree and show the coursework taken and grades achieved. An official transcript would be required upon hire.)*

**FOREIGN DEGREE HOLDERS:** *All foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should include a course-by-course evaluation and provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.*

**Supplemental & Salary Information:****SALARY INFORMATION**

**FLSA Status:** Exempt

Please refer to the Faculty (UPM/AFT) Salary Schedule on our [Human Resources](#) site for detailed information.

Salaries for Part-time Temporary Pool members are based on the number of units taught and are paid at 95% of the Full-time Faculty Salary Schedule. New part-time instructors will be placed between Step 1, Column 1, and Step 7, Column 5 of the salary schedule, depending on background and experience.

**Temporary part-time credit instructor payment formula:**

Annual salary x # of units divided by 30 units x 95% = semester payment; divided by five (5) = monthly salary.

**BARGAINING UNIT & RETIREMENT PLAN**

**UPM – Part-time Faculty:**

Employees in this position classification are considered Temporary Credit Unit Members and are represented by the United Professors of Marin (UPM/AFT 1610). Part-time faculty members are required to comply fully with the United Professors of Marin Collective Bargaining Agreement, including payment of union dues or charitable contributions. General information regarding rights and responsibilities under the Agreement can be found in the Collective Bargaining Agreements section of our [Human Resources](#) site. Part-time UPM employees are also members of the California State Teachers' Retirement System (CalSTRS).



**College of Marin** is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges and is one of 112 public community colleges in California. Approximately 11,000 credit and noncredit students enroll annually.

College of Marin students seeking instruction related disability accommodations should contact the DSPS Office, (415) 485-9406. Individuals seeking special assistance to accommodate a disability may call the Student Affairs Office, (415) 485-9376.

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