



COLLEGE OF MARIN
invites applications for the position of:

**English Instructor - Part-time
Temporary Pool**

SALARY: See Position Description

OPENING DATE: 07/29/22

CLOSING DATE: Continuous

DESCRIPTION:

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 a need to add candidates to their pool OR for up to one year from the date of application, whichever occurs first. If your application becomes inactive after one year, you may re-apply to the pool at that time. Screenings and interviews can be conducted at any point in time as the hiring department necessitates. Once a screening has occurred, applicants will be notified of their status.

PLEASE BE SURE TO REVIEW THE REQUIRED APPLICATION DOCUMENTS SECTION BELOW TO ENSURE THAT YOU ARE ATTACHING EVERYTHING REQUIRED.

DESCRIPTION

Coursework in English addresses student needs in transfer level composition, developmental composition, as well as literature and creative writing. Course offerings in English are designed to guide students toward a number of closely-related goals: the development of critical thinking abilities, the practice of advanced reading skills, the creation of an awareness and appreciation of their own and others’ cultures, and the realization of the importance of paying disciplined, informed, and critical attention to printed language and visual media as well as their own writing.

DIVERSITY STATEMENT

College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

COM serves a county population of approximately 250,000 residents. Based on 2020-2021 academic year credit enrollment data, the diversity of students at the college includes greater representation than the county with regards to enrollment by Hispanic/Latino (30% of enrollment), Asian (7%), Black/African American (3%), and Multi-racial (6%) students.

College of Marin is an equal opportunity employer and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act

of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), COM is an Equal Opportunity Employer.

FOREIGN DEGREE HOLDERS: Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.

ONLINE INSTRUCTION

All faculty members must be available to provide instruction in person. Please note that the College does not offer online-only teaching assignments.

ESSENTIAL FUNCTIONS:

Instructors appointed to the English 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. Assignments for English pool instructors include:

- Providing effective classroom or Reading and Writing Lab instruction using methods and materials appropriate to the development of reading and writing
- 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
- 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
- Participation in departmental and college professional activities and/or committees is welcomed, but not required

REQUIREMENTS & DESIRABLES:

REQUIREMENTS

1. A Master's degree in English, Literature, Comparative Literature, or Composition; **or**
2. A Bachelor's degree in any of the above **AND** a Master's degree in Linguistics, TESL, Speech, or Education with a specialization in reading, creative writing, or journalism; **or**
3. The equivalent*; **and**
4. A demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community.
5. **HIGHLY DESIRABLE:** *Certificate to teach composition &/or post-secondary reading, or equivalent.*

**If you feel that you qualify under equivalency, please provide the basis for this claim in your application where indicated (in the Agency Questions section of the application) and submit supporting evidence where applicable (as an attachment). (Copies of applicable transcripts must accompany your application and all foreign credentials must be accompanied by a Foreign Credential Evaluation in order for equivalency to be determined.)*

KNOWLEDGE, SKILLS AND ABILITIES (Desirable Attributes & Skills)

- Currency in composition theory and literature, research, and classroom practice; linguistic, stylistic, and rhetorical issues in student writing; and the integration of reading and writing from both a theoretical and pedagogical perspective.
- 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.
- 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 equity as the recognition of historical and systemic disparities in opportunity and outcomes and providing the resources necessary to address those disparities.
- 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 verbal skills in English.

CONDITIONS OF EMPLOYMENT

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
4. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408)
5. DISASTER SERVICE WORKERS: All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
6. 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.

1. Cover Letter (cover letter)
2. Resume (resume)
3. Complete copy of college transcript conferring Bachelor's degree (bachelor's transcript)
4. Complete copy of college transcript conferring Master's degree (master's transcript)

5. **STATEMENT** - Please provide a response to the following prompt (one page maximum; other):

College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community. Please describe how you would contribute to creating a welcoming and supportive environment for students from historically underrepresented and marginalized groups.

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:

Foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major. **Please review the following points carefully to determine whether you must submit a Foreign Credential Evaluation (FCE) with your application.** Evaluations should provide the name of the institution attended, a description of your credentials, the major 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](#).

- If you satisfy the minimum educational requirement with a degree that was granted in the U.S., but your previous degree(s) was obtained from a foreign institution, you do not need to attach a Foreign Credential Evaluation (FCE) for your previous degree(s). You must, however, attach a copy of a (translated) transcript for the previous degree. For additional clarification of acceptable transcripts, please contact [Human Resources](#).
- If your degree that satisfies the minimum educational requirement was obtained from a foreign institution, you must submit an FCE for that degree and any other foreign degrees leading up to it.
- If you are asserting equivalence (see [Minimum Qualifications for Faculty/Administrators](#) on the Human Resources web site) because your degree does not specifically match the minimum educational requirements as listed and any of your degrees was obtained outside the U.S., you must attach an FCE for your foreign degree(s).

SUPPLEMENTAL & SALARY INFORMATION:

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).

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 9, Column 5 of the salary schedule, depending on verified background and experience. Salary placement is non-negotiable.

Temporary Part-time Credit Instructor Payment Formulas:

Monthly: Annual salary (from salary schedule) x # of Units, ÷ 30 units, x 95% = semester payment; divide by five (5) = monthly salary.

Per Unit: Annual salary (from salary schedule) x 95%, ÷ 30 units = per unit rate.

College of Marin does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, pregnancy, genetic information, family and medical care leave, military or veteran status, or prior record of arrest or conviction, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive order 11246 (as amended), the College of Marin is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://jobs.marin.edu>

Position #2012-00590
ENGLISH INSTRUCTOR - PART-TIME TEMPORARY POOL
KG

835 College Avenue
Kentfield, CA 94904
415-485-9340

hrjobs@marin.edu

English Instructor - Part-time Temporary Pool Supplemental Questionnaire

- * 1. This faculty pool requires attaching a statement in response to a specific prompt in Item #5 of the Required Application Documents section of the posting. Before you confirm your application, please make sure that you have read and understand this section (under the "Requirements & Desirables" heading) and that you have attached your statement in the Add Attachments section of your application. Incomplete applications will not be considered. Checking 'Yes' indicates that you have read and understand these requirements.

Yes No

* Required Question