### Job Posting

#### Position Information

<table>
<thead>
<tr>
<th>Opportunity Type:</th>
<th>ACADEMIC EMPLOYMENT OPPORTUNITY</th>
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</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Biology Instructor</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>02-13-2014</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>03-30-2014</td>
</tr>
<tr>
<td>First Review Date (if Open Until Filled):</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Posting Number:</td>
<td>0010432</td>
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<tr>
<td>Work Location:</td>
<td>San Jose City College</td>
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<tr>
<td>Division:</td>
<td>Math and Science</td>
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<tr>
<td>Position status:</td>
<td>Full-time</td>
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<tr>
<td>Academic Position Type:</td>
<td>Faculty Full-Time Tenure Track Position</td>
</tr>
<tr>
<td>Academic Position Term:</td>
<td>Regular 100% FTE 10-Months per year</td>
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<tr>
<td>Salary Range:</td>
<td>$61,377 to $78,727 Entry Level Annual Salary (Academic Salary Schedule 2013-2014); Maximum Salary Potential $106,806. Note: Actual Salary placement is based on candidate's verified education and experience.</td>
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<td>Benefits Available:</td>
<td>Excellent benefits package which include cost of medical, dental, and vision for employee and qualified dependents, and life insurance and income protection for employee (Faculty/District collective bargaining agreement).</td>
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<tr>
<td>Employment Start Date:</td>
<td>Fall 2014</td>
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#### Message from the Chancellor

Join a team steeped in the 21st Century. Our District is undergoing tremendous transformation fueled by the visionary actions of a Board of Trustees and the contributions of faculty and staff that share common values centered in equity, opportunity and social justice. We clearly acknowledge our responsibility to create a setting supported by a culture of civility and mutual respect. We believe that student success is not a destination but a journey to which we all contribute, and we accept fully the importance of creating a culture that provides academic and student support services that "wrap around" the student. We embrace the social and economic
development mission of community colleges as we meet the education and workforce needs of the greater Silicon Valley. If the Silicon Valley is synonymous with the future, the San Jose/Evergreen Community College District is synonymous with access to that future through educational opportunity. Consider making a difference in the future.

Rita M. Cepeda, Ed.D.
Chancellor

This faculty position is a full-time 100% FTE position as Biology Instructor with the majority assignment in the Division of Math and Sciences located at San Jose City College. Primary teaching assignment will be in Non-Majors General Biology with secondary assignment in Cell and Molecular Biology. Additional teaching load may be composed of other biology course offerings as needed by the department.

Some workdays may be assigned outside of the ten-month academic calendar. The assignment may include day, evening and weekend responsibilities.

This position is represented by the Faculty Association Unit, AFT 6157.

Included

DUTIES AND RESPONSIBILITIES

1. Teach course assignments in General Biology to include, but not limited to, pre-collegiate and transfer level.

2. Maintain currency and depth of knowledge in assigned area of responsibility.

3. Communicate subject matter clearly, correctly and effectively.

4. Adapt methodologies for students with special needs and different learning styles.

5. Teach students effectively.

6. Use methods and materials appropriate to the subject matter.

7. Use appropriate preparation and organizational skills in area of assignment.

8. Demonstrate commitment to professional development including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.

9. Participate in faculty responsibilities such as: departmental duties, course and curriculum development, committees, program review, student learning outcomes and assessment, research and special projects as needed in the discipline/department or district.

10. Meet all professional responsibilities.

11. Demonstrate sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation and disabilities.

12. Work cooperatively within the college community with students, staff, faculty and administrators.
13. Foster a professional working environment.

14. Use effective communication skills.

15. Demonstrate sensitivity to diversity, a respect for differences and the dignity of others.

16. Maintain and provide current course syllabi as required by California Education Code and Board policy.

17. Attend and participate in department, division and college meetings, within the work week, but not in conflict with the member's primary assignment.

18. Meet record keeping obligations on time (e.g., grades, census, reports, rosters, textbook orders, and requisitions).

19. Submit and maintain appropriate office hours.

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<th>Duties and Responsibilities Continued:</th>
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<td>Job Duties specific to the position also include:</td>
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<tr>
<td>Teach a 100% load in the field of Biology. The primary teaching assignment will be in Non-Majors General Biology, but may include a broader range of biology courses to fit the needs of the department.</td>
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<table>
<thead>
<tr>
<th>Knowledge, Skills and Abilities</th>
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<td>Included</td>
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**EDUCATION AND EXPERIENCE**

1. Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR The equivalent*.

2. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

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<tr>
<th>Special Licenses, Certificates, etc.:</th>
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<td>Not Applicable</td>
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**DESIRED/PREFERRED QUALIFICATIONS**

1. Ph.D. in Biological Sciences
2. Background in Molecular Biology
3. Excellent academic background in biological sciences with demonstrated experience in college level teaching
4. Biological research, work or grant experience
5. Successful course curriculum development experience and commitment to working with colleagues from other disciplines using interdisciplinary strategies to develop courses and programs to enhance student learning.
6. Willingness to share in departmental duties such as program review, student learning objectives, hiring committees, etc.
7. Willingness to become involved with campus community.

**Classified Position type:** Not Applicable

**Classified Position term:** Not Applicable

**Equivalency Information:**

*Equivalency: Applicants (including current or former employees) applying under equivalency bear the full responsibility of submitting by the closing date the District’s Equivalency Application in addition to the Faculty Position Application with details and evidence of the factors (academic preparation and/or experience) they believe to be equivalent of the required qualifications for this positions.

Application(s) for equivalency are required for any of the following reasons:
1. degrees are not in exact discipline required;
2. degree is in progress;
3. degrees were earned at a college/university not accredited by an accrediting body recognized by the U. S. Council on Post-Secondary Accreditation and/or the U. S. Department of Education; and/or
4. degrees were earned at a college/university outside of the U.S.

Candidates with foreign degrees must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.

More equivalency information, along with the form, can be obtained at [http://www.sjeccd.edu/hr/Documents/equiv_form.pdf](http://www.sjeccd.edu/hr/Documents/equiv_form.pdf)

**Application Procedures, Notes and Contact Info**

Interested applicants (including external applicants, current or former employees) MUST SUBMIT ONLINE ALL of the following materials by the closing date to be considered for the position (Posting at: https://jobs.sjeccd.edu. MUST click "Apply for this Posting" to apply):

1. A completed online San Jose/Evergreen Community College District FACULTY POSITION APPLICATION
2. COVER LETTER
   (Must state how you meet ALL the minimum qualifications in EDUCATION and EXPERIENCE as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)
3. RESUME
4. TRANSCRIPT(S) (unofficial or official copies) for stated degrees having the DEGREE CONFER/AWARD dates. Official transcripts will be required prior to employment start date should the position be offered.
5. District Application for Equivalency, if applicable, and supporting documents. Current or former employees who were previously approved by the District colleges for equivalency MUST by the closing date submit proof of the dated District’s written equivalency approval.

ABOUT TRANSCRIPTS:
If you do not have an electronic version of the transcript, you can get it scanned at Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.
**IMPORTANT NOTES:**

1. Only complete application materials will be considered (No exception for external applicants, current or former employees). Application materials must include: a. FACULTY POSITION APPLICATION, b. COVER LETTER, c. RESUME, d. TRANSCRIPT(S) of degrees stated and/or required (The criminal history explanation if any will NOT be forwarded to the screening committee), and e. DISTRICT EQUIVALENCY APPLICATION with supporting documents, if applicable.
2. Incomplete application packet and/or documents received by Human Resources after the closing date will not be considered (No exception for employees or non-employees).
3. Applications not having all required minimum qualifications in education and experience as stated in the Minimum Qualifications section will not receive further considerations.
4. Letters of Recommendation are not required and will not be included in the application packet. Additional documents that are not requested may not be included.
5. 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.
6. FOREIGN DEGREES: Candidates with DEGREES and CREDITS 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 the application. Simple translation of the language on foreign transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.
7. 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.
8. Application materials become the property of the district and will not be returned or duplicated.
9. Travel expenses to attend the interview are the responsibility of the candidate.
10. Meeting the minimum qualifications DOES NOT assure an interview.
11. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

For assistance, contact:
Office of Human Resources, Employment Services
4750 San Felipe Road, San Jose, CA 95135
Phone: (408) 270-6414 Fax: (408) 223-6341
Email: Hremploymentservices@sjeccd.edu
Web site @ https://jobs.sjeccd.edu or www.sjeccd.edu.

**Equal Opportunity Employer Statement:**
San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws.

Contacts: Title IX Officer: Dr. Elaine Burns (408) 288-3191; Section 504 /ADA Officer: VP of Administrative Services (408) 288-3723.

Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

**About San Jose/Evergreen CCD**
The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975.
The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2012, with enrollment of approximately 19,000 per semester, and an extremely diverse student population (Hispanic/Latino 36%, Black/African-American 7%, Asian/Pacific Islander 35%, American Indian/Native American 1%, White/Caucasian 13%) attaining educational goals reflecting 31% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse faculty consisting of 25% Hispanic/Latino, 21% Asian/Pacific Islander, 10% Black/African American, 1% American Indian/Native American, 43% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.