Instructional Specialist, Supplemental Instruction
(This position is categorically funded through the Student Equity Grant, and is contingent upon continued funding).

Application deadline: Thursday, March 17, 2016 4:00 PM

POSITION DESCRIPTION
This is a full-time, tenure-track position to provide leadership and support in the college's Supplemental Instruction Center. Under administrative supervision of the Dean, the Instructional Specialist plans, organizes, facilitates, and evaluates supplemental instruction activities, and assists administration in the development of budget, program, and staffing plans. The instructional specialist exercises independent decision-making within the scope of responsibilities, and provides work direction to staff, as well as participate in any other professional responsibilities as identified under 18.2.3 of the faculty agreement. Although the assignment is initially at the Rancho Campus, transfers to the Fontana or Chino campuses may be possible per contract and need.

SCOPE OF ASSIGNMENT
• Facilitate the activities of the Supplemental Instruction Program;
• Teach as assigned (as appropriate);
• Recruit, train, schedule, and evaluate supplemental instruction leaders and provide for the delivery of instructional support services;
• Supervise student and volunteer staff;
• Provide direction to Center classified staff;
• Assist in the development of the budget and plan for staffing, facilities, equipment, and supplies;
• Assist in developing policies and procedures; establish planning priorities as they relate to the program;
• In conjunction with other faculty, evaluate the need and suitability of instructional material, software, handouts, and media associated with the Center;
• Organize the functions of the Center to work in concert with the functions of the appropriate instructional program(s) and support services;
• Assist faculty in developing strategies for students in high-risk, high-barrier courses;
• Assist faculty in identifying individual student learning needs, develop academic interventions, and refer students to other campus agencies;
• Help faculty to develop course-support materials for use in supplemental instruction;
• Insure the preparation of accurate attendance reports and student participation statistics;
• Participate in all appropriate departmental, school, and college activities;
• Work with faculty to develop, revise, and refine curriculum.

MINIMUM QUALIFICATIONS
• Minimum qualifications to teach any master's degree level discipline in which learning assistance or tutoring is provided at the college where the specialist is employed; OR
• A master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory; OR
• Possession of a valid California Community College credential; OR
• The equivalent (District equivalency form must be submitted at the time of application);
• Ability to work cooperatively with others;
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

DESIABLE QUALIFICATIONS
Any or all of the following will give preference to those candidates who establish the highest level of professional competency as evidenced by:
• Coursework or expertise in developmental education or a related area;
• Demonstrated ability to actively attract and engage students in their own learning;
• Experience in a learning lab, learning resource center, supplemental instruction, or tutorial services center within the last five years;
• Experience supervising and training tutors, supplemental instruction leaders, or educational aides;
• Knowledge of the needs of adult and under-prepared students;
• Experience in tutor training;
• Currency in the uses of instructional software;
• Knowledge of and ability to use computers and various software programs, as well as other technologies applicable for use in college classes;
• Demonstrated commitment to participating in professional activities, continued education, and improvement of skills;
• Excellent oral and written communication and team building skills;
• Demonstrated ability to work enthusiastically with faculty to foster student success;
• Demonstrated skill in using innovative teaching methods, instructional design, and assessment strategies;
• Ability to adapt instructional techniques to accommodate varied learning styles and abilities.
• Experience with the student learning outcomes for a learning center environment.

CONDITIONS OF EMPLOYMENT
Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $56,573 (minimum qualifications) to $88,308 (doctorate). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or nationally accredited institution of higher learning.

EXCEPTIONAL BENEFIT PACKAGE
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS).

THE APPLICATION PROCESS
Application and information may be obtained from Chaffey College, Human Resources at www.chaffey.edu or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: http://www.chaffey.edu/humres/Employment%20Opportunities.shtml.

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

District Application
(Completion of all sections is required. Do not mark “See Resume”)

Letter of Application
(State briefly how you meet the qualifications)

Resume

Professional Reference List
(Include names, current addresses, phone numbers, and email addresses)

Copy of Transcripts
(Transcripts must indicate degree earned/conferr ed - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bona fide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Applicants should promptly notify the Office of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.
The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Office of Human Resources.

Travel costs related to an interview will be borne by the applicant.

All application materials must be submitted to:

CHAFFEY COMMUNITY COLLEGE DISTRICT
Human Resources
5885 Haven Avenue
Rancho Cucamonga, CA  91737-3002
(909) 652-6528

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District’s Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website: http://www.chaffey.edu/public_safety/police_clery.shtml.

Chaffey Community College District is committed to equal employment opportunity. 15-16/68F