



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CHEMISTRY INSTRUCTOR

A Faculty Position

Salary Schedule 80

Placement on the regular faculty salary schedule is based upon education and credited experience. Initial placement with a Master's degree can range from \$62,292 up to \$78,168 per year; and a Ph.D. can range from \$71,376 to \$83,436 per year. Additionally, academic employees can be offered opportunities for other paid assignments and paid professional growth incentives. Benefits include a choice of medical plans, dental coverage, vision care, sick leave, salary continuance insurance, and an optional tax-deferred flexible benefit plan. Coverage is offered for employees and all eligible dependents. Academic employees participate in the State Teachers' Retirement System, a defined-benefit retirement plan through the State of California. Employees may also be eligible for various first-time homebuyer programs.

A. General Statement

The San Mateo County Community College District seeks employees who value working in a collegial, collaborative environment, guided by a commitment to helping all students achieve success. All departments strongly encourage collaboration across disciplines to create integrated, interdisciplinary learning experiences. SMCCCD faculty members are expected to be knowledgeable about, and willing to use, different learning and teaching methods as appropriate to the discipline.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Teach lecture/lab classes as assigned from the regular Chemistry Department Curriculum.
2. Assist in curriculum revisions and new course development, department planning, and program review.
3. Participate in the development and/or selection of course materials, equipment and technology that will enhance Chemistry offerings of the department.
4. Participate, on an ongoing basis, in the development, assessment, and analysis of student learning outcomes in Chemistry.
5. Maintain expertise in current teaching and discipline technologies.
6. Consult with students during regularly scheduled office hours
7. Serve as a member of division and college committees
8. Perform other duties as required by contract, collective bargaining agreement, and general institutional needs in a timely manner

The college offers day and evening classes, and faculty may be required to teach a class in the evening.

C. Requirements

1. Master's Degree in Chemistry **OR** Bachelor's in Chemistry or Biochemistry **AND** a Master's in Biochemistry, Chemical Engineering, Chemical Physics, Physics, Molecular Biology, or Geochemistry, **OR** the equivalent (see below).
2. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application choosing one or more of the following:

Degree Equivalence

The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

Academic Background Equivalence

Related to disciplines in which a Master's degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

- i. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
- ii. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

Professional Achievement Equivalence

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

D. Knowledge, Skills & Abilities

Subject matter preparation:

1. Recent successful experience in teaching, or preparation to teach, college-level courses in Chemistry, including General Chemistry, Organic Chemistry, Biochemistry, Analytical Instrumentation, and Chemical Laboratory Technology.
2. Prior working experience in an industry setting is highly desirable but not necessary

Evidence of outstanding ability as a teacher:

Appropriate evidence includes, but is not limited to, experience, training, or achievement that the candidate has:

3. Commitment to staying abreast with the latest developments in chemistry
4. The ability to reflect on and evaluate one's pedagogy and to examine its effect critically
5. The ability to organize and explain materials in ways appropriate to students' abilities and learning styles in both developmental and transfer courses
6. The ability to use teaching methods that engage students actively in their own learning, promote development of critical thinking skills, and encourage them to become lifelong learners
7. The ability to use instructional methods that emphasize cooperation and collaboration and that reflect cultural sensitivity and interdisciplinary approaches to subject matter
8. The ability to motivate students from a broad spectrum of cultural, academic, socioeconomic, and language backgrounds

9. The ability to develop student learning outcomes and to develop methods for assessing students' achievement of those outcomes
10. The enthusiasm for, understanding of, and commitment to the role and purpose of the community college
11. Familiarity with and willingness to expand the use of technology in chemistry education, including online instruction
12. A commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of the community college

Evidence of effectiveness as a colleague:

13. The ability, initiative, and commitment to work collaboratively with faculty and staff in the spirit of collegiality and innovation to enhance instruction, curriculum, and student success
14. Commitment to professional responsibilities outside of the classroom through enthusiastic contributions to department, division and college activities.

(1/2015)



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COMPUTER INFORMATION SCIENCE/ ENGINEERING INSTRUCTOR

A Faculty Position
Salary Schedule 80

Placement on the regular faculty salary schedule is based upon education and credited experience. Initial placement with a Master's degree can range from \$62,292 up to \$78,168 per year; and a Ph.D. can range from \$71,376 to \$83,436 per year. Additionally, academic employees can be offered opportunities for other paid assignments and paid professional growth incentives. Benefits include a choice of medical plans, dental coverage, vision care, sick leave, salary continuance insurance, and an optional tax-deferred flexible benefit plan. Coverage is offered for employees and all eligible dependents. Academic employees participate in the State Teachers' Retirement System, a defined-benefit retirement plan through the State of California. Employees may also be eligible for various first-time homebuyer programs.

A. General Statement

The San Mateo County Community College District seeks employees who value working in a collegial, collaborative environment, guided by a commitment to helping all students achieve success. All departments strongly encourage collaboration across disciplines to create integrated, interdisciplinary learning experiences. SMCCCD faculty members are expected to be knowledgeable about, and willing to use, different learning and teaching methods as appropriate to the discipline.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Oversee the Computer Information Science Department, including development of certificates and degrees, curriculum, sequence of course offerings, and collaborations with other departments and local industry.
2. Teach lecture/laboratory classes as assigned from the CIS and Engineering Departments' curriculum.
3. Collaborate with other instructors to enhance instruction, curriculum, and student success.
4. Take the lead in curriculum revisions and new course development for CIS.
5. Participate in the development and/or selection of course materials, equipment and technology that will enhance offerings of the departments.
6. Maintain expertise in current technologies.
7. Maintain currency in subject areas and pedagogy.
8. Consult with students during regularly scheduled office hours.

9. Serve as a member of division and college committees.
10. The college offers day and evening classes, and faculty may be required to teach a class in the evening.
11. Perform other duties as required by contract, collective bargaining agreement, and general institutional needs in a timely manner.

C. Requirements

- Computer Science:** Master's degree in Computer Science or Computer Engineering **OR** Bachelor's degree in either of the above **AND** Master's degree in Mathematics, Cybernetics, Business Administration, Accounting or Engineering **OR** Bachelor's degree in Engineering **AND** Master's in Cybernetics, Engineering Mathematics, or Business Administration **OR** Bachelor's degree in Mathematics **AND** Master's degree in Cybernetics, Engineering Mathematics, or Business Administration **OR** Bachelor's degree in any of the above **AND** a Master's degree in Information Science, Computer Information Systems or Information Systems **OR** the equivalent (see information below).
- Engineering:** Master's degree in any field of engineering **OR** Bachelor's degree in any of the above **AND** Master's degree in Mathematics, Physics, Computer Science, Chemistry, or Geology **OR** the equivalent (see information below). Note: A Bachelor's degree in any field of engineering with a professional engineer's license is an alternative qualification for this discipline.
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application choosing one or more of the following:

Degree Equivalence

The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

Academic Background Equivalence

Related to disciplines in which a Master's degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

- i. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
- ii. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

Professional Achievement Equivalence

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

D. Knowledge, Skills & Abilities

Subject matter preparation:

1. Possess a professional level of competence in Computer Information Sciences and Engineering, and the ability to teach the full range of community college courses in these disciplines including object-oriented programming courses.
2. Possess recent successful experience in teaching college-level courses in Computer Information Science and in Engineering.

Evidence of outstanding ability as a teacher:

Appropriate evidence includes, but is not limited to, experience, training, or achievement that the candidate has:

3. An understanding and commitment to the role and purpose of the community college
4. A commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of the community college
5. The ability to organize and explain materials in ways appropriate to students' abilities, levels of preparation, and learning styles
6. The ability to use teaching methods that engage students in integrative learning (reading, writing, mathematics) and encourage them to become self-regulated learners
7. The ability to use instructional methods that emphasize cooperation and collaboration and that reflect cultural sensitivity and interdisciplinary approaches to subject matter
8. The ability to motivate students to develop higher-order thinking skills
9. The ability to ensure consistent and appropriate monitoring of student progress
10. Familiarity and willingness to expand the use of technology in education
11. Knowledge of current theories and teaching methods, especially in a culturally diverse student population
12. The ability to reflect on and evaluate one's pedagogy and to examine its effect critically
13. Commitment to staying abreast with developments in computer information sciences and engineering
14. The ability to develop instructional learning outcomes and to develop methods for assessing student's achievement of these outcomes

Evidence of effectiveness as a colleague:

15. The ability, initiative, and commitment to work collaboratively with faculty and staff in the spirit of collegiality and innovation to enhance instruction, curriculum, and student success
16. Commitment to professional responsibilities outside of the classroom through enthusiastic contributions to department, division and college activities.

(01/2015)