

Job Details

Persons with disabilities who require assistance in completing the application and/or reasonable accommodation to complete the employment process must contact Employment Services prior to the application close date. Applicants must contact Employment Services before the interview date for assistance with the interview.

The District Reserves the right to re-advertise, postpone, or cancel positions

Applications must be submitted online through this system. Each job description includes a link for applying and submitting your resume and related documents.

Faculty Professional Development Coordinator

Posting #:	16-167
Campus:	Foothill College
Number of Working Months:	11 Months
Division:	1IT - Instruct ion & Instituti onal Researc h
Salary:	\$62,772. 00 - \$103,09 4.00 annuall y
Close Date:	
Open Until Filled:	Open Until Filled
Employment Duration:	Full- Time

Description

Initial Review Date: 6/1/17*

*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Faculty Professional Development Coordinator, Foothill College.**

JOB SUMMARY

Foothill College is committed to closing the achievement gap and has developed an Equity Plan that calls for professional development that enables faculty and staff to better serve students. The Faculty Professional Development Coordinator will provide leadership for the college's professional development activities that strengthen the culture of equity. The position is supported by categorical grant funds.

POSITION PROFILE

The Faculty Professional Development Coordinator is a non-instructional 11-month, full-time tenure-track faculty position that reports to the Dean of Equity Programs. The position works primarily with teaching and non-teaching faculty to develop equity-based pedagogies, including instructional skills strategies and culturally responsive teaching. The position will work collaboratively to create equity-minded professional development opportunities across the campus for both faculty and staff.

DUTIES AND RESPONSIBILITIES:

- Provide leadership and guidance in the coordination, decision-making, development and expansion of professional development programs to improve student success, including training on effective practices for incorporating an equity perspective in the teaching and services that faculty provide.
- Conduct ongoing research of the issues, trends, theories and methodologies related to faculty professional development and student learning from an equity perspective and disseminate the findings to faculty.
- Work effectively to plan, coordinate and implement programs and workshops focusing on evidence-based practices of teaching and learning, such as collaborative learning, critical pedagogy, cultural responsiveness, intersectionality, learning styles, social-emotional (non-cognitive) learning, strengths-based learning and classroom assessment.
- Promote resources that enhance pedagogical effectiveness and curriculum development as it relates to establishing an inclusive and welcoming campus (classroom and office) environment, one that emphasizes equity in student achievement.
- Facilitate equity training for the full-time and part-time faculty orientation programs and new classified staff.

- Provide training that supports the assessment of program outcomes using disaggregated data.
- Develop programming designed to assist faculty and staff to cultivate an understanding, sensitivity and respect for all cultural groups, genders, sexual orientations, and persons with varying abilities.
- Participate on other campus and district participatory governance committees as appropriate.
- Conduct an annual needs assessment and write an annual evaluation report of the programs and professional development undertaken at the college.
- Other duties as appropriate, including attending related conferences.

Perform standard duties expected of all faculty: including development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities. Perform other duties consistent with the role of an instructor: service on district and/or college committees, participation in campus extra-curricular activities, participation in special projects.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment.

Physical Abilities:

(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Must meet the state mandated applicable minimum qualification for a faculty appointment in a subject discipline offered at Foothill College. Minimum qualifications for faculty and administrators for the California Community Colleges can be viewed at: <http://www.cccco.edu/SystemOffice/Divisions/AcademicAffairs/MinimumQualifications/MQsforFacultyandAdministrators/tabid/753/Default.aspx>. In most cases, this requires a master's degree or the equivalent.

PREFERRED QUALIFICATIONS:

1. Three years or more demonstrated teaching, training and/or facilitation, ideally in educational environments.
2. Experience designing and facilitating trainings, workshops, activities and events using student-centered and equity-based pedagogies.
3. Familiarity with curriculum development and curricular transformation processes.
4. Knowledge of current national and regional professional development trends and practices.
5. Demonstrate success in working collegially and collaboratively with a diverse population, including employee categories and career stages.
6. Experience with evaluation and assessment methodologies, including those related to student equity and success outcome measures.
7. Knowledge and experience with multiple forms of program review and evaluation.

In addition, successful candidates will demonstrate the following:

1. Knowledge of and experience with issues of cultural diversity and equity, gender, sexual orientation, and ability.
2. Ability to plan and organize work independently.
3. Ability to work in a changing environment and manage multiple priorities.
4. Excellent verbal and written communication skills.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.
4. As an attachment to your application, please provide in a Word document a list of all relevant courses you have taken and completed. Please note transcripts are no longer required as part of the application process and will not satisfy this requirement; however, applicants invited to interview may be requested to submit transcripts to verify all courses taken and completed.

NOTE: Official Transcripts verifying qualifications will be **REQUIRED** prior to an offer of employment. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English

translation (if necessary). These services are to be done at the applicant's expense. Both Foothill De Anza CCD employees and external candidates will be subject to this requirement.

If you wish to request equivalency for this position (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet.

http://hr.fhda.edu/_downloads/Equivalency.pdf

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE: \$62,772.00 - \$103,094.00 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to:

http://hr.fhda.edu/_downloads/All%20Faculty%20Schedules_16-17.pdf

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, Categorically-Funded, 11-months per year

STARTING DATE: Fall 2017

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://hr.fhda.edu/>

NEW APPLICANTS

If you are applying for a position at Foothill-De Anza Community College for the first time, please click on the button that says "Apply for this Position". You will be prompted to complete a new application.

Please note the following Required Documents for your Application.

Required Documents: Required Supplemental Documents

PREVIOUS APPLICANTS

If you have a completed application on file with Foothill-De Anza Community College District, then click on the button that says "Add to My Jobs" to apply for this job. If you have not already done so, you must first login by providing your e-mail and password in the space provided.

Previous Applicants:

Email:

Password:

If you do not remember your password [click here](#).

[Back to Search Results](#)

[New Search](#)

EQUAL OPPORTUNITY EMPLOYER STATEMENT:

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