

CITY COLLEGE



SAN FRANCISCO

# EMPLOYMENT OPPORTUNITY

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**POSITION:**

**INSTRUCTOR - APPRENTICESHIP  
(MEATCUTTER / PLASTERER / PLUMBER / ROOFER /  
STATIONARY ENGINEER)  
(NONCREDIT PROGRAM)**

**EMPLOYMENT STATUS:**

TEMPORARY, PART-TIME POOL  
EC §87482

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

JOB ANNOUNCEMENT: #A-08015

**APPLICATION DEADLINE:**

City College of San Francisco will accept applications with all required supporting documentation at any time until December 1, 2008. Screening and interviews can be conducted at any point in time as the department desires; a part-time hiring pool or pools will be developed and be in effect for a one-year period from which temporary appointments will be made on an as-needed basis.

**EXAMPLES OF DUTIES:**

1. Instruct apprenticeship level and apprenticeship related journey level courses in one or more of the following areas: **(See Application Procedure #1)**
  - **Meatcutter**
  - **Plasterer**
  - **Plumber**
  - **Roofer**
  - **Stationary Engineer**
2. Teach day, evening, and/or weekend classes at any of the College's campuses as required;
3. Instruct student apprentices and/or journey persons in all phases of the trade including current and new trade practices, trouble shooting problems, applicable codes, and safety;
4. Perform duties associated with instructing and assessing student progress including, but not limited to, presentation, demonstration, student manipulative practice, lesson planning, grading, and required record keeping;
5. Identify and develop instructional materials including, but not limited to, assignment, information, and procedure student sheets;
6. Perform other related duties as assigned by the supervisor.

**EMPLOYMENT QUALIFICATIONS: (State Minimum Requirements)**

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds **(Required)**;

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**HUMAN RESOURCES**

33 Gough Street • San Francisco, California 94103 • (415) 241-2246 • FAX: (415) 241-2335

2. Possession of an associate degree from an accredited institution, plus four years of occupational experience in the subject matter area to be taught;

**OR**

Six years of occupational experience, a journeyman's certificate in the subject matter area to be taught, and completion of at least eighteen (18) semester units of degree applicable college level course work from an accredited institution, in addition to apprenticeship credits;

**OR**

A high school diploma; and six years of occupational experience in the occupation to be taught, including at least two years at the journeyman level; and sixty clock hours or four semester units in materials, methods, and evaluation of instruction. This last requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor;

**OR**

Hold a fully-satisfied LIFE California Community College Certificate of Qualifications for Adult Classes Credential in the appropriate subject area (with authorization to teach in the San Francisco Community College District) - California credentials were no longer issued after July 1, 1990.

**EMPLOYMENT QUALIFICATIONS: (Desirable)**

1. Four years of journey person experience in the related trade or in an area of expertise required for training of apprentices and journeypersons;
2. Experience with Codes applicable to the courses that instructor will be teaching;
3. Specialized and advanced training in the trade or subject areas taught in apprentice and journey program;
4. Experience working with apprentices in the appropriate trade;
5. Demonstrated ability to teach trade apprentices;
6. Demonstrated knowledge of current and new trade practices.

**SALARY:**

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$53.03 to \$57.87 per hour depending upon placement.

**APPLICATION PROCEDURE:**

**Submitting the application materials listed below is the responsibility of the applicant. Postmarks will not be honored. Application materials sent via email will not be accepted. Under no circumstances will incomplete or late applications be considered by the Search Committee.**

Applicants must submit the following materials which must be received by the Human Resources Department on or before the application deadline:

1. A letter expressing interest in the position indicating specifically how the applicant fulfills the minimum qualifications. In addition, the letter should include how the applicant fulfills as many as possible of the desirable qualifications. Both the minimum and desirable qualifications are listed in this announcement. The letter should also address the applicant's background and skills in the areas stated in the "Examples of Duties". **CLEARLY INDICATE THE SPECIFIC TRADE(S) FOR WHICH YOU ARE QUALIFIED TO TEACH. SEE #1 UNDER EXAMPLES OF DUTIES FOR THE LIST OF TRADES;**
2. A current resume summarizing educational background, teaching experience, and related work experience;
3. A City College of San Francisco Faculty Position Application form completed in full; (Statements on the application form indicating "See Resume" are not acceptable. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street, San Francisco, CA 94103, by calling (415) 241-2246, by FAX (415) 241-2335, or by clicking "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu). A resume or vita shall not be substituted for a completed CCSF application form.);

4. Two (2) current letters of professional recommendation written within two years of the date of application, and specific to this type of position (letters must be signed and dated to be considered valid);
5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form. Official transcripts and actual verification of work experience will be required at a later date; [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) need to be evaluated before an application can be processed. Please contact the CCSF Human Resources Department at (415) 241-2246 or click "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu) for evaluation sources.]
6. **Diversity Statement:** Discuss how your course content and teaching methods meet the needs of culturally and academically diverse learners. Please also list classes or professional development activities you have participated in that directly relate to working with diverse student populations. Separate from your letter of interest, submit a clear and concise response using no more than one page.

**Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.**

All materials should be submitted to the City College of San Francisco, Human Resources Department as soon as possible. Application materials become the property of City College of San Francisco and will not be returned. Since new documents must be submitted for each opening, it is advised that applicants keep a copy of each document submitted for their own use and reference. Application files for this position will not be considered for future openings. Address the application materials package to:

City College of San Francisco  
Human Resources Department - Job #A-08015  
33 Gough Street  
San Francisco, CA 94103

Attn: Clara Starr  
Dean, Human Resources

**ADDITIONAL INFORMATION:**

For information regarding the duties and responsibilities of the position, contact:

Phyllis McGuire  
Associate Vice Chancellor, Workforce & Economic Development,  
Evans Campus, School of Applied Science and Technology  
City College of San Francisco - Evans Campus  
Telephone: (415) 550-4453 or (415) 550-4449

**SELECTION PROCEDURE:**

Applicants who meet all minimum qualifications and have all required application documents in the CCSF Human Resources Department on or before the deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview with the Search Committee. Invited applicants attend interviews at their own expense.

Length of service with City College of San Francisco as an academic employee may be taken into consideration in the College's evaluation of applicants.

RE: INSTRUCTOR - APPRENTICESHIP (MEATCUTTER/PLASTERER/PLUMBER/ROOFER/  
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CITY COLLEGE OF SAN FRANCISCO

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**NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

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**CONDITIONS OF EMPLOYMENT:**

Employees are required to pay an agency shop service fee to AFT Local 2121 as a condition of continued employment.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job announcement at any time without prior notice.

**ALL APPOINTMENTS ARE CONDITIONAL UNTIL APPROVED BY THE BOARD OF TRUSTEES, SAN FRANCISCO COMMUNITY COLLEGE DISTRICT.**

February 29, 2008