

CITY COLLEGE



SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

POSITION:

**INSTRUCTOR - HEALTH EDUCATION AND
COMMUNITY HEALTH STUDIES**
(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-07077

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. Teach noncredit general health classes. For details refer to the CCSF catalog or the website www.ccsf.edu/hlthed for a complete listing;
2. Teach noncredit classes in the following certificate programs: CPR, First Aid, Safety Education and Emergency Preparedness, Drug and Alcohol Studies, and HIV/STI Prevention Education. For details refer to the CCSF catalog or the website www.ccsf.edu/hlthed for a complete listing;
3. Be available for classes as assigned by supervisor, including afternoon, evening, or Saturday classes, at various CCSF campus locations;
4. Perform duties associated with instructing and assessing student progress including, but not limited to, grading, record-keeping, maintaining office hours, etc.;
5. Participate in health promotion throughout the college and the community;
6. Be available and accessible to students when necessary;
7. Perform other related duties as assigned by the supervisor.

EMPLOYMENT QUALIFICATIONS: (State Minimum Requirements)

For All General Health Science Courses:

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds (**Required**);
2. Earned Bachelor's Degree in Health Science, Health Education, Biology, Nursing, Dietetics, or Nutrition from accredited institution; OR THE EQUIVALENT;
OR
Earned Associate Degree in any of the above from an accredited institution AND four years of professional experience related to the subject of the course taught; OR THE EQUIVALENT;
OR

- continued on page two -

HUMAN RESOURCES

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

Hold a fully-satisfied LIFE California Community College Instructor Credential in Health and Physical Care Services and Related Technologies (California credentials were no longer issued after July 1, 1990).

[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for an Equivalency Application Form or click "Employment Opportunities" at www.ccsf.edu. This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]

For Courses in Drug and Alcohol Studies and HIV/STI Prevention Education Only:

1. Demonstrated knowledge, skills, and abilities working with diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of community college students **(Required)**;

2. Earned Bachelor's Degree in Health Science, Health Education, Biology, Nursing, Dietetics, or Nutrition from accredited institution; OR THE EQUIVALENT;

OR

Earned Associate Degree in any of the above from an accredited institution AND four years of professional experience related to the subject of the course taught; OR THE EQUIVALENT;

OR

Hold a fully-satisfied LIFE California Community College Instructor Credential in Health and Physical Care Services and Related Technologies (California credentials were no longer issued after July 1, 1990);

OR

Earned Master's Degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, or Career Development from an accredited institution; OR THE EQUIVALENT;

OR

Earned Bachelor's Degree in the discipline of the assignment from an accredited institution AND a valid California license in Marriage and Family Therapist (MFT); OR THE EQUIVALENT;

OR

Hold a fully-satisfied LIFE California Community College Counselor Credential (California credentials were no longer issued after July 1, 1990).

[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for an Equivalency Application Form or click "Employment Opportunities" at www.ccsf.edu. This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]

EMPLOYMENT QUALIFICATIONS: (Desirable)

1. For CPR, First Aid, Safety Education and Emergency Preparedness Only:

A. Teaching experience, training, and/or curriculum development in one or more of the areas in CPR, First Aid, Safety Education and/or Emergency Preparedness;

B. Possess current instructor certificates in Pediatric CPR and First Aid, Advanced and/or Standard First Aid, Basic Life Support for the Professional Rescuer/Automated External Defibrillation, or Emergency Response instructor, or EMT instructor, or Paramedic instructor, or NERT instructor OR written evidence of current enrollment in the instructor program from the accrediting agency contingent upon its completion and certification prior to the date of appointment;

C. Possess current instructor certificates in Child Health and Safety Education OR written evidence of current enrollment in the instructor program from the accrediting agency contingent upon its completion and certification prior to the date of appointment OR certificates of completion, and/or work experience in Child Care Health and Safety Education, such as preventive Health Practices and Policies, Prevention of Infectious Disease, Injury Prevention, Caring for Mildly Ill and Special Needs Children, Child Care Nutrition and Sanitation, and Emergency Preparedness;

D. Bilingual, biliterate, and bicultural in Cantonese, Mandarin, Russian, Spanish, and/or Vietnamese;

For Drug and Alcohol Studies Only:

- A. Experience in and ability to teach in one or more of the following areas in Drug and Alcohol Studies:
- a. Substance Abuse and Relapse Prevention counseling;
 - b. Physiology of Addiction;
 - c. Multiple Diagnosis;
 - d. Treatment Modalities Criminal Justice system;
 - e. Harm Reduction (HIV/STIs, drugs, alcohol and recovery issues);
 - f. Case Management skills;
 - g. Street Outreach to specific populations;
- B. Communication and counseling techniques;
- C. Multicultural awareness and sensitivity;
- D. Ability to work in a team setting;

For HIV/STI Prevention Education Only:

- A. Experience in and ability to teach in one or more of the following areas in HIV/STI education and prevention:
- a. Human Sexuality and Safer Sex;
 - b. HIV and STI transmission and prevention;
 - c. HIV Risk Assessment and Disclosure Counseling;
 - d. Harm Reduction (HIV/STIs, drugs, alcohol and recovery issues);
 - e. Outreach to specific populations;
- B. Communication and counseling techniques;
- C. Multicultural awareness and sensitivity;
- D. Ability to work in a team setting;
2. Earned Bachelor's Degree in Health Science or Health Education from an accredited institution;
 3. Teaching experience in Health Science courses;
 4. Demonstrated ability to motivate and facilitate health behavior change;
 5. Good communication skills in oral and written English.

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 \$50.41 to \$55.00 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";

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. A resume or vita shall not be substituted for a completed CCSF application form.);
4. Two (2) current letters of professional recommendation written within one year 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 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-07077
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:

Tim Berthold
Chair, Health Education and Community Health Studies Department
City College of San Francisco – Ocean Avenue Campus
Telephone: (415) 452-5266

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.

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.

* * * * *

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.

December 13, 2007