

CITY COLLEGE



SAN FRANCISCO

# EMPLOYMENT OPPORTUNITY

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**POSITION:**

**INSTRUCTOR - PILIPINO**

(FOREIGN LANGUAGES DEPARTMENT – CREDIT 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: #C-07085

**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. **Applicants are encouraged to apply immediately for the position(s) available for Fall 2008. The 1<sup>st</sup> round of screening and interview will commence at the end of February 2008 for those who have submitted completed application materials.**

**EXAMPLES OF DUTIES:**

1. Teach first and second year (lower division) language courses which may include Elementary and Intermediate university parallel courses; Beginning, Intermediate and Advanced Conversational courses in Pilipino;
2. Follow the guidelines and course outlines of the Foreign Language Department;
3. Teach day and/or evening classes at any campus location;
4. Support the program and departmental activities when possible;
5. Comply with timely submission of required department and college documents and reports;
6. Perform other related duties as assigned by the supervisor.

**EMPLOYMENT QUALIFICATIONS: (City College of San Francisco 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**);

2. Earned Master's Degree in Pilipino from an accredited institution; OR THE EQUIVALENT;

**OR**

Earned Master's Degree in TESOL/TEFL, Linguistics, Language Arts or closely related field and sufficient course work in linguistics, literature, culture, phonetics, grammar, etc. from an accredited institution in the Pilipino language to qualify for teaching the Pilipino language; OR THE EQUIVALENT;

**OR**

Hold a fully-satisfied LIFE California Community College Instructor Credential in Pilipino (California credentials were no longer issued after July 1, 1990);

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## HUMAN RESOURCES

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

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[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](http://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.]

3. Demonstrated native or near-native fluency in Pilipino, both in the spoken and written forms.

**EMPLOYMENT QUALIFICATIONS: (Desirable)**

1. Training in foreign language teaching methodologies;
2. Successful experience teaching Pilipino at the post-secondary level;
3. Successful experience teaching first and second year courses in Pilipino;
4. Successful experience teaching conversation classes at the beginning and intermediate levels;
5. Awareness of current instructional technology used in foreign language programs;
6. Experience integrating technology in foreign language teaching.

**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 \$83.99 to \$91.66 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 handwritten letter in Pilipino of about 600 words in length, giving a narrative summary of the applicant's experience and qualifications including reference to his/her preferred and/or most effective teaching methodology as well as experience with current technology;
3. A current resume summarizing educational background, teaching experience, and related work experience;
4. 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.);
5. Three (3) 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);
6. 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.]
7. **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.

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**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 #C-07085  
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:

Dr. Thomas Blair  
Chair, Foreign Language Department  
City College of San Francisco – Ocean Avenue Campus  
Telephone: (415) 239-3223  
Email: [tblair@ccsf.edu](mailto:tblair@ccsf.edu)

**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.

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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.**

January 10, 2008