



West Valley-Mission
Community College

CLASSIFIED EMPLOYMENT OPPORTUNITY

APPLICATION DEADLINE: Monday, May 11, 2009, 5:00 P.M.

INSTRUCTIONAL LABORATORY TECHNICIAN, FOREIGN LANGUAGE AND ENGLISH AS A SECOND LANGUAGE (80%) West Valley-Mission Community College District

Under the direction of the Language Arts Division Chair or designee, operate and maintain equipment, materials, and supplies; select, train, and supervise student workers; and provide instructional assistance to individual students and / or groups of students in a Foreign Language / English as a Second Language laboratory.

ASSIGNMENT

80% of full-time, 30 hours per week, 11 months per year. Work schedule may change to include some evening or weekend hours as needed. Work location: West Valley College. Work location: This position may be assigned to either Mission College or West Valley College, or re-assigned from one College to the other.

SALARY AND BENEFITS

- \$2,726.40 - \$2,962.40 entry level / \$2,726.40 - \$3,566.40 maximum earnable excluding longevity and educational growth
- Employer-paid medical, dental, vision for employee and dependents to include domestic partner (*prorated for employees working less than 100% of full-time*)
- Employer paid long-term disability for employee
- Voluntary life insurance
- 12 paid holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Year
- 12 days sick leave accrued annually (*prorated for employees working less than 100% and 12 months*)
- 10 to 22 days vacation annually (*prorated for employees working less than 100% and 12 months*)
- Personal necessity, personal business leave and catastrophic leave
- Educational growth incentive program from \$35 to \$175 annually
- \$1,000 longevity awarded annually after 20 years of service
- CalPERS retirement
- Union-affiliated position with required dues

MINIMUM QUALIFICATIONS

Any combination equivalent to:

- Two years of college coursework in a language other than English **OR** an equivalent experience traveling, studying, working, or living in a non-English-speaking environment abroad or in the United States such as in immigrant communities, which demonstrates an understanding of the process of second language acquisition / learning in adults **AND**
- One year of instructional support experience.
- Demonstrated ability to work with persons of diverse

socioeconomic, cultural, disability, and ethnic backgrounds.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oral and written communication in at least one language other than English.
- Correct English usage, grammar, spelling, and vocabulary.
- Instructional principles, practices, and methodology appropriate for a lab setting.
- Record keeping methods.
- Interpersonal skills including tact, patience, and courtesy.
- Operation and maintenance of an instructional lab and of lab equipment including audiocassette, videotape, CD, and DVD players; recorders; overhead projectors; computers; peripheral equipment; and software.
- Basic principles of training and supervision.

Ability to:

- Perform a variety of instructional assistance and support functions in a Foreign Language/English as a Second Language laboratory.
- Communicate effectively in oral and written English including correct usage, grammar, vocabulary, spelling, and punctuation.
- Maintain records and prepare reports.
- Facilitate learning activities and opportunities for students.
- Operate, maintain, and demonstrate lab and audiovisual equipment and software.
- Maintain a clean and orderly learning environment.
- Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.
- Recruit, select, train, and supervise student workers.
- Research information regarding the price and availability of materials and equipment for the laboratory.
- Collaborate effectively with students, faculty, staff, and administration.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of the class.) *To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be*

made to enable individuals with disabilities to perform the essential functions.

- Provide instructional guidance and assistance to students in English as a Second Language (ESL) and a variety of foreign languages including Spanish, French, Italian, German, Chinese, and Japanese; explain and clarify laboratory assignments.
- Prepare and maintain logs, files, and records related to student hours, grades, assignments, laboratory schedules, equipment inventory and repair, purchases, textbooks, and available instructional media materials.
- Provide orientation to the lab for students and instructors; explain policies and procedures.
- Duplicate and distribute instructional materials such as audiocassette tapes or CDs for laboratory and home use, or study aids for use by students, staff and instructors using the lab.
- Maintain a clean and safe learning environment in the language laboratory; maintain equipment and schedule repairs as needed.
- Operate and demonstrate the proper use of language laboratory equipment including audiocassette, videotape, CD, and DVD players; recorders; overhead projectors; computers; peripheral equipment; and software applications.
- Install, operate and maintain instructional software.
- Communicate with instructors, vendors, and suppliers regarding laboratory purchases, operations, and equipment.
- Assist in designing and distributing flyers, posters, and brochures to promote lab activities.
- Train and supervise student workers; prepare work schedules and assign work.
- Perform related duties as assigned.

To receive a detailed job description that includes working conditions and physical demands, please contact the District Human Resources Department at (408) 741-2415.

APPLICATION DOCUMENTATION

Documents to be considered for this position must be received in the District Human Resources Department, West Valley-Mission Community College District, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698 (*West Valley College Campus*) on the date and time noted above.

REQUIRED DOCUMENTS

To insure fairness and consistency to all candidates, do not submit materials other than those identified below. *Submit all application materials in the following order:*

- A completed West Valley-Mission Community College District Classified Employment Application.**
- Diversity Statement** (see first page of employment application)
- A current typed detailed resume.**
- A completed supplemental questionnaire** (see attached).
- Legible copies of college transcripts to verify degree and coursework.**
- U.S. Equivalency Certification for foreign degrees**(see *minimum qualifications on first page of application*).
- A completed Personal Data Report form** (see attached).

NOTE: All required documents must be submitted with your application packet; otherwise, your application will be considered incomplete and will not receive further consideration.

OPTIONAL DOCUMENTS

- Copies of licenses and certificates you possess as related to this position.
- Voluntary identification form (for statistical purposes only and will be kept confidentially in the Human Resources Department).

APPLICATION INFORMATION

- Submission of complete application documents to Human Resources by the deadline is the applicant's responsibility. Postmarks will not be accepted.
- Incomplete or late documents will not receive committee consideration.
- Application documents will not be sent to applicants or received by Human Resources via email or fax.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.
- Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Un-requested documents, such as cover letters, letters of recommendation, and any other documents that are not specifically asked for under *Required Documents*, will be removed from the application packet.
- **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.**
- Include the job number on the application.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- West Valley-Mission Community College District will not sponsor any visa applications.

SELECTION PROCESS

- The committee will review, evaluate, and consider applications and supporting materials received by the deadline.
- Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed.
- Reference checks for the finalists will be conducted.
- The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

INFORMATION AND APPLICATION MATERIALS MAY BE OBTAINED FROM: HUMAN RESOURCES

West Valley–Mission Community College District
14000 Fruitvale Avenue
Saratoga, CA 95070–5698
www.wvm.edu/hr

Applicants, who, due to a disability, require accommodations to complete the application, testing, or interview process, please contact Human Resources at (408) 741-2415 to arrange for assistance.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

03/09

•••••
• Add your email address to our **new** job vacancy list
• serve to be notified when new Classified, Faculty and /
• or Management positions are posted.
• http://www.wvmccd.cc.ca.us/hr/email_subscribe.php
•••••

ACADEMIC FACULTY APPLICATION and Instruction Packet



PLEASE READ

Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

Equal Opportunity Compliance: It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408-741-2060.

Conditions of Employment: In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

Future Employment: To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

Parking: Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415

RELATED OCCUPATIONAL EXPERIENCE: (LIST MOST RECENT EXPERIENCE FIRST)

Fill out completely; **DO NOT SUBSTITUTE A RESUME.**

| | | | | | | |
|--|--|-----------------|--|------------|-----------|--------------------------|
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |
| Inclusive dates From Mo/Yr To Mo/Yr | | Status FT PT | | # of Hours | Firm Name | Supervisor Name/Title |
| | | | | | Address | Telephone Number: () |
| Position Title | | | | Job Duties | | Reason for Leaving |

GENERAL QUESTIONS: [Complete in Entirety]

YES NO

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

The District will not sponsor any visa applications.

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name _____ College _____
Relationship _____ Department _____

REFERENCE RELEASE (Check one only):

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.

I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.

| | |
|---------------------|-----------|
| For WVMCCD use only | |
| Contact Date: _____ | By: _____ |

CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)

I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.

Signature: _____

Date: _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

West Valley-Mission Community College District

FACULTY EQUIVALENCY REQUEST FORM

Complete this form only if you are requesting equivalency.

Requestor's Name _____

Discipline Requested _____

Request based on (mark one of the following):

- I possess a MA Degree but title is not exactly the same as indicated in minimum qualifications, but the degree is determined to be equivalent based on the core coursework of the degree from an accredited institution.
- I possess a BA/BS degree and 30 semester units of upper division/graduate level courses in the discipline from an accredited institution.
- I possess a BA/BS degree in appropriate discipline plus appropriate licensure from the State of California, which is generally expected for the discipline.
- I possess a AA/AS degree and six years of experience.
- I possess the level of achievement and breadth of understanding to be able to work effectively at the District.
- I possess a combination of the above.

**ATTACH SUPPORTING CONCLUSIVE EVIDENCE TO SUPPORT EQUIVALENCY
AND COMPLETE THE FOLLOWING – DO NOT SUBSTITUTE OTHER DOCUMENTS FOR THIS
INFORMATION AND DO NOT SAY “See Resume”**

List Degrees with Emphasis or Coursework (include # of units; you may attach a letter from an accredited institution in support of degree emphasis or additional majors, etc.).

List Experience Pertinent to Discipline (Include years of service, name of employer, full-time/part-time, job responsibilities, job title; you may attach letters in support of experience).

List Valid Certificates/Licenses Pertinent to Discipline (include issued and/or expiration dates, if appropriate – copies required).

List Achievements/Awards/ Research Publications Pertinent to Discipline (attach copies).

Other skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development or related training

Supporting Documents: Submit specific documents as noted above. Verified work experience is helpful at the time of application, but not required. However, verification of actual work experience will be required upon employment. Do not send performance evaluations, student evaluations, examples of class assignments, syllabi, letters of reference, etc. Only provide information that is specific to supporting your claim for equivalency.

Submitting Equivalency Documents: To ensure your equivalency documents are reviewed as a packet, submit them stapled in the order as listed in the equivalency request form.

I hereby certify the above information is true and correct and I can provide verification and supporting documents upon request and/or employment.

Signature _____ Date _____

PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS

| | |
|---------------------------|------------------------|
| NAME (Last, First Middle) | Social Security Number |
|---------------------------|------------------------|

Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

| Date, City & State of conviction/arrest(s). | Specific charge or code section violated. | Disposition (results): how much fine; how long in jail or prison; how much probation | Remarks: state briefly any other particulars not already covered or information you wish to provide. |
|---|---|--|--|
| | | | |
| | | | |
| | | | |

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

| Specific charge or code section violated. | County in which charge is pending. | Trial Date (if set) |
|---|------------------------------------|---------------------|
| | | |
| | | |

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information

 (Signature) _____
 (Date)

STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

Please check the categories that apply to you.

Male Female Vietnam-era Veteran Disability* (specify): _____

* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Job/Career Fair | <input type="checkbox"/> CA CC Registry List |
| <input type="checkbox"/> Women in Higher Education | <input type="checkbox"/> College or University | <input type="checkbox"/> HERC |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News | <input type="checkbox"/> HigherEdJobs.com |
| <input type="checkbox"/> Hispanic Outlook | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week | <input type="checkbox"/> IMDiversity.com | <input type="checkbox"/> CareerBuilder.com |
| <input type="checkbox"/> Artweek | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Craigslist.com |
| <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Sports Careers | |
| <input type="checkbox"/> Other Newspaper (specify): _____ | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Ethnicity Instructions: Please mark only one category and subcategory, if appropriate.

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands.
- | | | | |
|---------------------------------------|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Vietnamese | |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Pacific Islander | | |
- Black/African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Hispanic/Latino: All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- | | | | |
|---|--|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Chicano | <input type="checkbox"/> Mexican | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> South American | <input type="checkbox"/> Other Spanish Culture | | |
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.

Position applied for: _____