

**Description**Required Documents: **Resume, Transcript(s)**Description: **Chemistry Instructor  
Job #14-071****\*Initial Closing Date: 01/24/2014 (Now in Open Until Filled status)**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of Chemistry Instructor, Foothill College.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Instruct community college lecture and laboratory chemistry courses to a diverse student population. Courses may include: Introductory and allied health chemistry, general, organic, and special topic class in chemistry. Plan, organize, and oversee curriculum development with special attention to the laboratory. Prepare laboratory schedules and participate in collaborative efforts to address safety, chemical handling, waste disposal, and departmental policies. Participate in interviewing, evaluating and mentoring of part-time faculty. Assist in the growth and success of students through the selection of textbooks and supplemental materials, careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, developing goals and metrics for student learning outcomes, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

**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. Master's degree in chemistry OR bachelor's degree in chemistry or biochemistry AND master's degree in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry OR the equivalent.

**PREFERRED QUALIFICATIONS:**

1. Recent teaching experience in chemistry at the community college or university level.
2. Recent teaching experience in general chemistry courses.
3. Experience in developing innovative chemistry curricula or recent professional development activities or coursework related to teaching chemistry at the community college level.
4. Teaching pedagogy that addresses a variety of learning styles including an emphasis on interactive multimedia, internet resources, and online assessment tools.
5. Extensive experience working and/or teaching in the chemistry laboratory, including the following:
  - 5.1. Hands-on experience with the maintenance and operation of instruments used in community college and research laboratories.
  - 5.2. Experience with and knowledge of current hazardous material handling in a chemistry laboratory.
  - 5.3. Experience maintaining a safe laboratory environment in compliance with safety rules and regulations.
6. Interest in working with community organizations and local schools to promote chemical

education and articulation at all levels.  
7. Ability to mentor and evaluate peers within the discipline.

In addition, successful candidates will demonstrate:

1. Enthusiasm for chemistry.
2. The ability to engage students and to promote their self-reliance.
3. The ability to motivate and develop students' critical thinking.
4. Ability to communicate articulately and effectively with individuals of diverse age, gender, ethnicity, education and economic backgrounds.

To apply for this position, submit all required application materials (listed below) to <http://www.fhdajobs.net>.

**APPLICATION PACKET:**

1. A District application to be completed at <http://hr.fhda.edu/employment2/> \*In the application, you will provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A cover letter, not to exceed two pages, detailing: 1) your qualifications, skills and abilities as they relate to the preferred qualifications and 2) any additional qualifications you feel the committee should consider.
3. A current resume of all work experience, formal education and training.
4. All college transcripts scanned in Word or PDF format.

We do not accept JPEG or other file formats for transcripts. Both Foothill De Anza CCD employees and external candidates must submit transcripts. Applicants who have international transcripts must obtain and submit 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.

If any required application materials are omitted, the committee will not review your application materials. 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.

**HIRING RANGE:** \$53,730 - \$88,243 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, visit our website at:  
<http://fhdafiles.fhda.edu/downloads/personnel/FASalarySchedules20132016.pdf>

Excellent benefits package that includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance. Faculty are also eligible for paid sabbatical 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>

**WORKING CONDITIONS:**

1. Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom.
2. Use of aids such as chalkboards, posters, bulletin boards, overhead projector, television, recorder, computer, and technological equipment.
3. Retrieval, use, storage, and light lifting of teaching material, including books, equipment, assignments, etc.
4. Personally model subject-matter knowledge in written and oral language.
5. Accurately assess students' learning abilities, needs, and styles.
6. Seeing to read various materials.
7. Hearing and speaking to exchange information in person.
8. Develop and implement a behavioral management process for monitoring, evaluating, and managing both appropriate and inappropriate student behaviors.
9. Address stressful events, created by hostile students by (a) maintaining emotional control, (b) listening without judgment or retaliation, (c) reasoning objectively and consistently, (d)

keeping at the forefront the best interests of the student, and (e) maintaining professionalism and due process.

**TERMS OF EMPLOYMENT:** Full-time, Tenure-track position,  
10 months per year.

**STARTING DATE:**

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](mailto:employment@fhda.edu)  
<http://www.fhda.edu>

\*This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

**Initial Review Date: \***

**\*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 **Instructor, Biology, Foothill College.**

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean, Biological and Health Sciences. Primary area(s) of teaching: anatomy and physiology. Secondary area(s) of teaching may include: human biology, general biology.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to participate in campus extra-curricular activities.

**EMPLOYMENT STANDARDS:**

In addition, successful candidates will demonstrate the following knowledge and abilities:

**Knowledge of:**

1. Fundamental principles of anatomy and physiology, human biology.
2. Techniques and equipment required in teaching anatomy and physiology, human biology.
3. A range of effective pedagogical practices.

**Ability to:**

1. Communicate effectively, orally and in writing.
2. Employ different teaching approaches, demonstrating sensitivity to differing learning styles.
3. Adapt to a variety of teaching situations.
4. Work closely and cooperatively with faculty and support staff.
5. Work as a member of a team of professionals.
6. Work effectively with students, colleagues, staff, and others in a campus climate that values cultural diversity and multicultural understanding.

**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. Master's in any biological science OR

Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR

The equivalent.

**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 must submit transcripts.

**PREFERRED QUALIFICATIONS:**

1. College level teaching experience in biological sciences with emphasis in anatomy and physiology or human biology.
2. College level teaching experience in biological sciences with emphasis in laboratory methods and equipment typically used in anatomy and physiology or human biology.

**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.

**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.
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.

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](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:** \$57,066.00 - \$93,722.00 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/Current%20Faculty%20Salary%20Schedules\\_Sept%202015.pdf](http://hr.fhda.edu/_downloads/Current%20Faculty%20Salary%20Schedules_Sept%202015.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, 10-months per year

**STARTING DATE:** 08/31/15

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

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### Position Description

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#### **Program Director, Diagnostic Medical Sonography**

Campus **Foothill College**Posting # **17-041**Close/Initial Review Date **11/15/17**[Apply Now](#)

#### **Initial Review Date: 11/15/17\***

*\*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 **Program Director, Diagnostic Medical Sonography, Foothill College.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean of Biological and Health Science, responsible for the structure as well as the daily operation of the program, including organization, budget, administration, periodic review and evaluation, continued development, classroom teaching and general effectiveness of program curricula. Development and ongoing maintenance of online courses and distance learning partnerships as well as assessment and ordering of textbooks and supplies. Responsible for meeting accreditation standards with JRC--DMS under CAAHEP including reporting statistical data, annual reports, accreditation including site visitation assessment. Work closely with clinical instructors. Involved with clinical assignments of students and be the liaison and ensure effectiveness of all clinical affiliates/clinical education centers between the college, program and management. Responsible for contracting with and establishing new contracts with various medical facilities. Ensure students meet health, immunization, background check and other onboarding requirements of the clinical education centers. Oversee the hiring and management of part-time faculty. Work with stakeholders including district and college management as well as

hospitals and medical facilities management and outreach to feeder schools and community. Provide Leadership and teaching experience in the field of Diagnostic Medical Sonography as well as innovative teaching, instructional methodologies, and learning strategies.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to participate in campus extra-curricular activities.

### **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. Bachelor's degree.
3. Current active registration with the American Registry of Diagnostic Medical Sonography in the following:
  - o Abdominal subjects (AB)
  - o Ob-Gyn (OB)
4. Minimum of two (2) years of full-time experience as a registered sonographer in the professional sonography field. Full-time is defined as 35 hours per week.

### **PREFERRED QUALIFICATIONS:**

1. Master's degree in a discipline within the health sciences.
2. Three (3) to five (5) years of clinical experience at the hospital level.
3. Experience in the educational field.
4. ARDMS registration in breast (BR), musculoskeletal (MSK), neurosonography (NE).
5. Experience in managing, supervising or coordinating a DMS program.
6. Experience in fiscal management.
7. Demonstrated proficient with computer information and internet literacy.
8. Current active registration with the ARDMS in Vascular (RVT)

### **In addition, successful candidates will demonstrate the following:**

1. Work effectively with a diverse student, staff, faculty populations
2. Ability to interpret and apply rules, regulations, policies, and procedures
3. Ability to handle difficult and sensitive issues and problems and resolve conflicts.
4. Ability to train, assign, supervise, evaluate, and develop part-time staff and clinical instructor's.
5. Ability to demonstrate the principles of trust, teamwork, and collaboration
6. Ability to exercise the principles of leadership, management, and supervision
7. Ability to implement concepts of strategic planning
8. Ability to communicate effectively orally and in writing.
9. Knowledge of documenting, assessing, and evaluating student learning outcomes

### **WORKING CONDITIONS:**

#### **Environment:**

1. Indoor, office environment.
2. Traveling will be required to off-site locations.

**Physical Abilities:**

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 40 lbs.

**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.
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. Scanned copy of your American Registry of Diagnostic Medical Sonography certificate.

If you wish to request equivalency for this position (if you believe you do not meet minimum qualifications), 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](http://hr.fhda.edu/_downloads/Equivalency.pdf)

If any required application materials (listed under Application Packet) are omitted, the committee will not review your application materials. 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” to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

**HIRING RANGE:** \$68,479.00 - \$112,466.00 annually plus benefits; actual placement is based on applicant’s verified education and experience. **NOTE:** The salary advertised with this position is based on the 2017-2018 salary schedule. Effective July 1, 2018 through June 30, 2019, the position will receive an additional **temporary** 5% increase. On July 1, 2019 salaries will revert to the 2017-2018 salary schedule unless another agreement is reached.

**For the complete Faculty Salary Schedule, go to:**

[http://hr.fhda.edu/\\_downloads/20132016FASalarySchedules.pdf](http://hr.fhda.edu/_downloads/20132016FASalarySchedules.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. Faculty are also eligible for paid sabbatical 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, 12-months per year

**STARTING DATE:** Winter 2018

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  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://hr.fhda.edu/>

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