THE COLLEGE
Palo Verde College is a publicly supported 2-year in the beautiful Southeastern California Desert. Yearly enrollment is approximately 3,200 students (full and part-time).

LOCATION
Palo Verde College is located in the City of Blythe at one of the busiest entrance points to California. The college is located in a desert oasis adjacent to the beautiful Colorado River and the Palo Verde Valley. Blythe, and the fertile Palo Verde Valley, is primarily a farming and ranching area. Boating, fishing and hunting attract many tourists. The Palo Verde Valley is centrally located between Phoenix and Los Angeles, Las Vegas and the Mexican border. The valley’s great climate, with more than 350 days of sunshine and mild winters, attracts thousands of winter visitors every year.

NATURE OF THE POSITION
The instructor will teach classes within the approved discipline(s). In addition, the instructor shall be responsible for maintaining and updating curriculum relevant to the assigned instructional area. This position could involve assignments during day, evening, weekends, Distance Education; correspondence and online courses.

DUTIES AND RESPONSIBILITIES
1. Provide instruction in all areas of the approved discipline.
2. Prepares, evaluates, and revises courses and course materials.
3. Maintain organized sets of course and student records.
4. Enforce the rules and regulations of the college.
5. Utilized approved textbooks and following the course objectives, course content, and evaluation standards as listed in the course outline.
6. Maintain the scheduled days and class hours as listed in the class schedule.
7. Maintain accurate grade and census records for each student on the class record sheets provided and submit them to the record office, as an official record, by the deadline established for these records by the Registrar.
8. Give final exams in each class according to the official schedule of days, times, and locations unless permission has been received from the Vice President of Instructional Services.
9. Notify the Instructional Services Office promptly whenever regularly assigned duties cannot be performed.
10. Attend part-time faculty meetings, when requested to do so. (Part-Time faculty are welcome to all regular faculty meetings, check contract for compensation requirements.)

11. Return all keys at the end of each semester to the Human Resources Office.

12. Keep current in one’s academic field(s).

13. Work collegially with full-time faculty and staff.

14. Hear and understand speech at normal levels.

15. Speak so others will be able to clearly understand normal in person conversation.

16. See for the purpose of reading laws and codes, rules and policies, and other printed matter.

17. Perform other related duties as assigned

MINIMUM QUALIFICATIONS

1. To meet the minimum qualification established by the district for entry into faculty positions. As recommended by the California Board of Governors for particular discipline areas.

2. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and student, and of staff and students with physical and learning disabilities.

3. To meet criteria of regulatory authorities related to particular instructional programs such as Statewide Board of Nursing, federal and state Vocational and Education Act programs.

PLEASE NOTE: Generally, a Masters degree is a minimum requirement for academic areas of instruction. In areas where a Masters degree is not generally available or expected, a Bachelors degree plus two years occupational experience or an Associates degree plus six years occupational experience is the minimum qualification. Equivalencies may be granted upon application and examination by the Academic Senate.

PREFERRED QUALIFICATIONS

1. Teaching experience, preferably at the community college level.

2. A firm commitment to the needs of students with diverse racial and ethnic backgrounds and levels of ability with multi-cultural teaching experience.

3. Additional academic preparation enabling instructor to teach in an additional discipline.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment are typical of an instructional job in a classroom and office environment.
The incumbent must be able to perform the essential functions of the job, as listed above, with or without a reasonable accommodation.

CLASSIFICATION & SALARY
Temporary, part-time, certificated position.
Placement on the Adjunct hourly academic salary schedule will be determined by education.