

## **APPLICANT INFORMATION**

### **SCREENING PROCEDURES**

A search committee comprised mostly of faculty will screen the applications. Those candidates who meet the minimum qualifications for a position are not assured of an interview. The committee will invite selected candidates to an interview held at Victor Valley College and successful candidates to a second-level interview.

Candidates will be notified by mail of their status as the committee progresses through the hiring procedure.

Candidates who are selected for a final interview will be required to sign a waiver-of-liability regarding reference checks; will be required to submit livescan fingerprints; and should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the recommendation of the Superintendent/ President.

The College reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The College reserves the right to readvertise the position or to delay filling a position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

### **EEO INFORMATION**

An optional form, "EEO Status Declaration," is distributed with each application. Completion and return of this form is on a voluntary basis by the

candidate. The Office of Human Resources maintains a separate file, which yields the composition of the application pool by ethnic group, gender, and disability for each open position. The completed form is removed from the application packet and does not circulate through the screening procedure.

### **OFFER AND ACCEPTANCE**

Offer and acceptance of employment is subject to the following:

- Signed waiver-of-liability for verification of all information provided on the employment application
- Receipt of official transcripts
- Verification of work experience
- Fingerprint results
- Freedom from tuberculosis
- A medical examination given at District expense. The job-relatedness of any disability shall be determined by the District and no person shall be denied employment because of a disability not related to the work performed.
- Proof of eligibility to work in the United States.

### **DISQUALIFICATION**

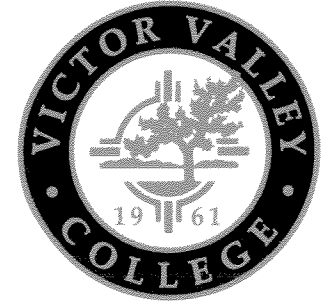
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## **THE COLLEGE**

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## **Victor Valley College**

*invites applications for  
the position of*

## **INSTRUCTOR, FIRE TECHNOLOGY**

VACANCY #08106

Full Time, Tenure Track

Start Date: August 25, 2008  
*(pending funding)*

FIRST DATE OF REVIEW  
**Monday, April 14, 2008, at 4:00 p.m.**

*Equal Opportunity Employer*

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18422 Bear Valley Road, Victorville, CA 92395-5850  
(760) 245-4271, extension 2500  
[www.vvc.edu](http://www.vvc.edu)

## **COMPENSATION**

Initial salary placement ranges from \$48,497 to \$75,947, based upon education and experience. The current faculty salary schedule includes five classes and twenty steps with a maximum annual salary of \$101,747.

The District currently provides a "Cafeteria-style" benefit package of \$8,100, which includes mandatory employee health insurance and a \$50,000 employee life insurance policy.

## **ESSENTIAL FUNCTIONS**

- Instructing in lectures and laboratories for a variety of Fire Technology courses including State Fire Marshall accredited courses leading to state certification.
- Coordinating with local, county, and state Fire Service agencies and personnel.
- Participating in program and curriculum development.
- Teaching scheduled classes and performing related duties as assigned, including timely compliance with clerical and administrative responsibilities.
- Complying with district policies and procedures in the performance of all duties.
- Participating in staff development activities.

- Serving on area and college-wide committees as necessary to support and enrich the instructional program.
- Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.
- Promoting the success of a diverse student population through careful preparation of course materials and effective teaching methods.
- Maintaining a visible presence on campus in order to be available to regularly and actively participate in department meetings and other activities.

## **MINIMUM QUALIFICATIONS**

- Associate's degree **AND** six years documented experience in Fire service; **OR**
- Bachelor's degree **AND** two years documented experience in the Fire service; **OR**
- The equivalent\*

\*Equivalency is defined as possessing the background, appropriate to this position, at least equal to that required by the minimum standards even if degrees have different names and experience has been gained in an unconventional manner. Applicants who apply under equivalency **must** complete the Supplemental Application for Equivalent Qualifications and provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications.

## **WORKING CONDITIONS**

Classroom, lab and/or online environment. Position requires ability to communicate and exchange information.

The teaching assignment may include day, weekend, and/or evening classes on campus and/or at off-campus locations.

## **APPLICATION PROCEDURES**

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**A complete file consists of all of the following:**

1. A completed/signed Victor Valley College Academic application form
2. A letter expressing interest in the position
3. A current resume
4. Copies of transcripts *showing* college degrees and coursework. **NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.**
5. Three or more letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.
6. Supplemental Application for Equivalent Qualifications (if applicable)
7. Supplemental Fire Technology Questionnaire

Candidates wishing to apply for more than one position must submit duplicate materials for each position.

## **INTERVIEW PREPARATION**

A teaching demonstration will be required during the first-level interview.

## **APPLICANT INFORMATION**

### **SCREENING PROCEDURES**

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### **EEO INFORMATION**

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### **OFFER AND ACCEPTANCE**

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- Freedom from tuberculosis
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- Proof of eligibility to work in the United States.

### **DISQUALIFICATION**

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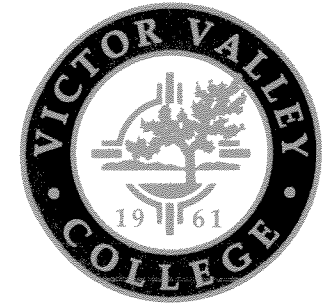
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### **CHILD DEVELOPMENT DEPARTMENT**

The Child Development Department at Victor Valley College is seeking a faculty member to join its creative, collaborative teaching team. The Department offers a wide-range of curriculum including courses leading to licensing and permits, as well as transfer courses to surrounding four-year universities. Curriculum is regularly revised and developed in response to community needs. The Department actively seeks to support students by involvement in the CEC Mentor Program, CDTC, and TANF-CDC. The Department collaborates with child development programs offered at local high schools. It currently has two full-time faculty members.



## **Victor Valley College**

*invites applications for  
the position of*

## **INSTRUCTOR, CHILD DEVELOPMENT**

VACANCY #08105

Full Time, Tenure Track

Start Date: August 25, 2008  
(pending funding)

FIRST DATE OF REVIEW  
**Monday, April 14, 2008, at 4:00 p.m.**

*Equal Opportunity Employer*

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## COMPENSATION

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## ESSENTIAL FUNCTIONS

- Teaching and promoting student learning in Child Development courses in the classroom and practicum settings; assess student learning outcomes and provide students with timely written and verbal feedback.
- Demonstrating knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students, as well as sensitivity to the needs, problems and challenges associated with the diversity of the community college student population.
- Creating and maintaining an effective student-centered learning environment for adult students.
- Integrating the latest research and utilizing a variety of teaching/learning strategies including the use of technology to promote student learning and assess learning outcomes.
- Participating in curriculum development and revision, and establishing program outcomes and assessment, including working with program advisory committee to address the needs of the community and update the curriculum.
- Advising new and continuing students.
- Maintaining continuous relationships with public and private agencies that provide services to families and young children, and building new partnerships and articulation

agreements with other institutions such as high schools, two- and four-year colleges/universities.

- Referring students to appropriate resources on/off campus.
- Participating in professional development activities related to teaching/learning, and keeping abreast of changes in child development.
- Participating in college governance through department, division and college committee work, and participating in department activities.
- Performing other duties as assigned.

## MINIMUM QUALIFICATIONS

- Master's in child development, early childhood education, human development, home economics/ family and consumer studies with a specialization in child development/ early childhood education, educational psychology with a specialization in child development/ early childhood education; **OR**
- Bachelor's in any of the above **AND** Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies; **OR**
- The equivalent\*

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## PREFERRED QUALIFICATIONS and CHARACTERISTICS

- Experience working with community college students
- Experience working with young children
- Interest in incorporating a variety of teaching methods
- Knowledge of Head Start and state funded programs
- Experience with online instruction
- Knowledge of infant and toddler programs
- Knowledge of early intervention and inclusion practices in early childhood programs
- Knowledge of state credentialing requirements
- Ability to develop and provide instructional curriculum that demonstrates innovation and full inclusion with specific attention to diversity
- Enthusiasm for the learning process
- Commitment to supportive relationships with students and colleagues
- Ability to demonstrate flexibility while operating effectively in an environment of change
- Vision and energy to plan and organize programs to enhance student success
- Effective interpersonal communication skills, participation in community affairs, ability to conduct effective public presentations

## WORKING CONDITIONS

Classroom, lab and/or online environment. Position requires ability to communicate and exchange information.

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## APPLICATION PROCEDURES

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6. Supplemental Application for Equivalent Qualifications (if applicable)
7. Supplemental Child Development Questionnaire

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## INTERVIEW PREPARATION

A teaching demonstration will be required during the first-level interview.

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### **SCREENING PROCEDURES**

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### **DISQUALIFICATION**

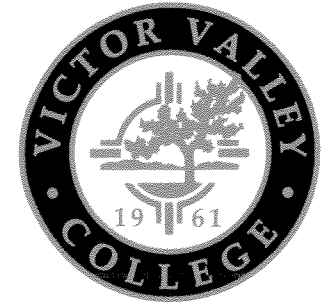
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## **Victor Valley College**

*invites applications for  
the position of*

## **INSTRUCTOR, WRITING, MATH, or ESL (Basic Skills)**

VACANCY #08104

Full Time, Tenure Track

Start Date: August 25, 2008  
(pending funding)

FIRST DATE OF REVIEW  
**Monday, April 14, 2008, at 4:00 p.m.**

*Equal Opportunity Employer*

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## **COMPENSATION**

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## **ESSENTIAL FUNCTIONS**

- Working with a team of other Basic Skills instructors to develop and then teach an integrated program at pre-college levels. May include lab components.
- Implementing current theories and methods, including computer managed instruction.
- Implementing the use of computers and other emerging technologies in Basic Skills classroom instruction.
- Maintaining and compiling ongoing statistical records for purposes of training and reporting.
- Teaching courses in Basic Skills (primary area of responsibility) to transfer level, including study skills and critical thinking.
- Participating in program and curriculum development.
- Participating in Basic Skills grant writing and reporting.
- Teaching scheduled classes and performing related duties as assigned, including timely compliance with clerical and administrative responsibilities.

- Complying with district policies and procedures in the performance of all duties.
- Participating in staff development activities.
- Serving on area and college-wide committees as necessary to support and enrich the instructional program.
- Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.
- Promoting the success of a diverse student population through careful preparation of course materials and effective teaching methodologies.
- Providing critical feedback on all assignments.

## **MINIMUM QUALIFICATIONS**

- Master's in one of the Basic Skills disciplines: English, Math, or TESL; **OR**
- Combination of bachelor's **AND** master's which meets the minimum qualifications for one of the Basic Skills disciplines of Writing, Math, or ESL, as listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* ([www.cccco.edu](http://www.cccco.edu)); **OR**
- The equivalent\*

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an unconventional manner. Applicants who apply under equivalency **must** complete the Supplemental Application for Equivalent Qualifications and provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications.

## **PREFERRED QUALIFICATIONS**

- Doctorate in one of the Basic Skills disciplines listed above

## **WORKING CONDITIONS**

Classroom, lab and/or online environment. Position requires ability to communicate and exchange information. The teaching assignment may include day, weekend, and/or evening classes on campus and/or at off-campus locations.

## **APPLICATION PROCEDURES**

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5. Three or more letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.
6. Supplemental Application for Equivalent Qualifications (if applicable)
7. Supplemental Basic Skills Questionnaire

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## **INTERVIEW PREPARATION**

A teaching demonstration will be required during the first-level interview.

## **APPLICANT INFORMATION**

### **SCREENING PROCEDURES**

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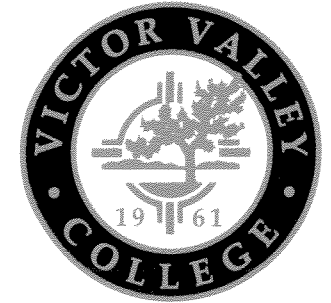
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## **Victor Valley College**

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the position of*

## **INSTRUCTOR, AVIATION**

VACANCY #08103

Full Time, Tenure Track

Start Date: August 25, 2008  
(pending funding)

FIRST DATE OF REVIEW  
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## **ESSENTIAL FUNCTIONS**

- Instructing in lectures and laboratories for aviation maintenance courses, including General Aviation, Airframe, and Powerplant.
- Developing laboratory experiments and demonstrations to meet FAA regulations.
- Participating in program and curriculum development.
- Teaching scheduled classes and performing related duties as assigned, including timely compliance with clerical and administrative responsibilities.
- Complying with district policies and procedures in the performance of all duties.
- Participating in staff development activities.
- Serving on area and college-wide

committees as necessary to support and enrich the instructional program.

- Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.
- Promoting the success of a diverse student population through careful preparation of course materials and effective teaching methods.
- Maintaining a visible presence on campus in order to be available to regularly and actively participate in department meetings and other activities.

## **MINIMUM QUALIFICATIONS**

- Associate's degree **AND** six years documented experience in the Aviation field **AND** Federal Aviation Administration certification (per Federal Aviation Regulation 147 for aviation schools); **OR**
- Bachelor's degree **AND** two years documented experience in the Aviation field **AND** Federal Aviation Administration certification (per Federal Aviation Regulation 147 for aviation schools); **OR**
- The equivalent (which may include 15 years documented experience in the Aviation field **AND** Federal Aviation Administration certification per Federal Aviation Regulation 147 for aviation schools)\*

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## **WORKING CONDITIONS**

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6. Supplemental Application for Equivalent Qualifications (if applicable)
7. Supplemental Aviation Questionnaire

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## **INTERVIEW PREPARATION**

A teaching demonstration will be required during the first interview.



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The College reserves the right to re-advertise the position or to delay filling a position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

### **EEO INFORMATION**

An optional form, "EEO Status Declaration," is distributed with each application. Completion and return of this form is on a voluntary basis by the candidate. The Office of Human Resources maintains a separate file, which yields the composition of the application

pool by ethnic group, gender, and disability for each open position. The completed form is removed from the application packet and does not circulate through the screening procedure.

### **OFFER AND ACCEPTANCE**

Offer and acceptance of employment is subject to the following:

- Signed waiver-of-liability for verification of all information provided on the employment application
- Receipt of official transcripts
- Verification of work experience
- Fingerprint results
- Freedom from tuberculosis
- A medical examination given at District expense. The job-relatedness of any disability shall be determined by the District and no person shall be denied employment because of a disability not related to the work performed.
- Proof of eligibility to work in the United States.

### **DISQUALIFICATION**

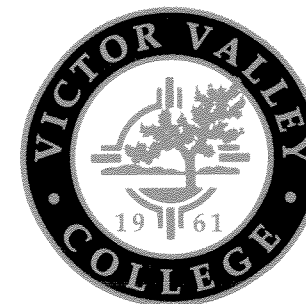
An applicant who attempts to contact individual board members or members of the screening committee with the intent of influencing the decision of the committee or the Board, will be disqualified. General inquiries regarding the District and/or the position should be directed to the Victor Valley College District Office of Human Resources.

## **THE COLLEGE**

Victor Valley College is a progressive and innovative two-year community college serving approximately 15,500 students in the scenic High Desert Region of Southern California. The college core surrounds a man-made lake, which is the focal point for academic contemplation and student activities.

The College has recently undergone a millennium growth spurt. Among the new additions is an ultra-modern library and resource center, a multifaceted science building adjoined by a state-of-the-art planetarium, a main gym, a construction technology complex, a child-care teaching center, and a student activity and community conferencing center. Currently in the works is a new \$17 million high technology center, which will include 900 individual computer stations. The campus is completely networked and offers the latest computer and communications capabilities.

The Victor Valley College curriculum offers university-parallel and career education programs. Recipient of the 2004 California Community Colleges Chancellor's Diversity Award for Excellence, VVC's staff includes approximately 140 full-time faculty members, 210 classified members, and 16 administrators.



## **Victor Valley College**

*invites applications for  
the position of*

## **INSTRUCTOR PHLEBOTOMY/HEALTH SCIENCE/ALLIED HEALTH**

VACANCY #08102

Full Time, Tenure Track

Start Date: August 25, 2008  
*(pending funding)*

FIRST DATE OF REVIEW  
**April 14, 2008, at 4:00 p.m.**

*Equal Opportunity Employer*

## **COMPENSATION**

Initial salary placement ranges from \$48,497 to \$63,547, based upon education and experience. The current faculty salary schedule includes five classes and twenty steps with a maximum annual salary of \$101,747.

The District currently provides a "Cafeteria-style" benefit package of \$8,100, which includes mandatory employee health insurance and a \$50,000 employee life insurance policy.

## **ESSENTIAL FUNCTIONS**

- Teach Phlebotomy/Health Science/Allied Health classes.
- Coordinate and establish clinical sites and proctors.
- Facilitate and coordinate the development of a Medical Lab Technology program
- Maintain and promote industry linkage through the establishment of an Advisory Committee.
- Counsel and advise students.
- Curriculum review and expansion.
- Comply with District policies and procedures in the performance of all duties.
- Participate in staff development activities.
- Serve on area and college-wide committees as necessary to support and enrich college programs, activities, and initiatives.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.

- Promote the success of a diverse student population through the use of effective counseling/advisement methods, models, and strategies and through the use of effective teaching methodologies.

## **MINIMUM QUALIFICATIONS**

- Baccalaureate degree **and** two years of full time experience in the Phlebotomy/Health Science/Allied Health field; **OR**
- Associates degree **and** six years of full time experience in the Phlebotomy/Health Science/Allied Health field; **OR**
- The equivalent\*

### **AND**

- Current California licensure as a Registered Nurse, Physician Assistant, or Clinical Lab Specialist
- Department of Health Services Approval to direct a phlebotomy program.

\*Equivalency is defined as possessing the background, appropriate to this position, at least equal to that required by the minimum standards even if degrees have different names and experience has been gained in an unconventional manner. Applicants who apply under equivalency **must** complete the Supplemental Application for Equivalent Qualifications and provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications.

## **PREFERRED QUALIFICATIONS**

- Baccalaureate degree **and** two years of full time Phlebotomy/Health Science/Allied Health teaching experience within the last five years; **OR**
- Associates degree and six years of full time Phlebotomy/Health Science/Allied Health teaching experience within the last five years;

### **AND**

- Current California licensure as a Registered Nurse, Physician Assistant, or Clinical Lab Specialist
- Department of Health Services Approval to direct a phlebotomy program.

## **WORKING CONDITIONS**

Office and/or online environment. Position requires ability to communicate and exchange information.

The assignment may include day and/or evening, and on campus and/or at off-campus locations.

## **APPLICATION PROCEDURES**

To be considered a candidate for this position, all materials required should be received at the Victor Valley College Office of Human Resources by the **First Review Date of Monday, April 14, 2008, at 4:00 p.m.** Application materials will be accepted after this date, however, if a file is not **complete** by the First Review Date, the application may not be considered by the Screening Committee.

FACSIMILE SUBMISSION OF APPLICATION MATERIALS IS NOT ACCEPTED.

It is the applicant's responsibility to ensure that all requested materials are

received. All materials included in the application packet become District property, will not be returned, and will not be copied.

### ***A complete file consists of all of the following:***

1. A completed/signed Victor Valley College Academic application form
2. A letter expressing interest in the position
3. A current resume
4. Copies of transcripts *showing* college degrees and course-work. NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.
5. Letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.
6. Supplemental Application for Equivalent Qualifications - IF APPLICABLE
7. A completed "Phlebotomy/Health Science/Allied Health Supplemental Questionnaire"

Candidates wishing to apply for more than one position must submit duplicate materials for each position.

## **INTERVIEW PREPARATION**

A presentation will be required during the first-level interview.

## **APPLICANT INFORMATION**

### **SCREENING PROCEDURES**

A search committee comprised mostly of faculty will screen the applications. Those candidates who meet the minimum qualifications for a position are not assured of an interview. The committee will invite selected candidates to an interview held at Victor Valley College and successful candidates to a second-level interview.

Candidates will be notified by mail of their status as the committee progresses through the hiring procedure.

Candidates who are selected for a final interview will be required to sign a waiver-of-liability regarding reference checks; will be required to submit livescan fingerprints; and should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the recommendation of the Superintendent/ President.

The College reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The College reserves the right to readvertise the position or to delay filling a position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

### **EEO INFORMATION**

An optional form, "EEO Status Declaration," is distributed with each application. Completion and return of this form is on a voluntary basis by the

candidate. The Office of Human Resources maintains a separate file, which yields the composition of the application pool by ethnic group, gender, and disability for each open position. The completed form is removed from the application packet and does not circulate through the screening procedure.

### **OFFER AND ACCEPTANCE**

Offer and acceptance of employment is subject to the following:

- Signed waiver-of-liability for verification of all information provided on the employment application
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- Verification of work experience
- Fingerprint results
- Freedom from tuberculosis
- A medical examination given at District expense. The job-relatedness of any disability shall be determined by the District and no person shall be denied employment because of a disability not related to the work performed.
- Proof of eligibility to work in the United States.

### **DISQUALIFICATION**

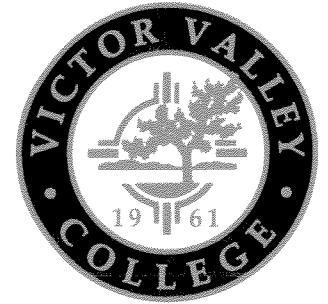
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## **THE COLLEGE**

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The Victor Valley College curriculum offers university-parallel and career education programs. Diverse staff includes approximately 140 full-time faculty members, 210 classified members, and 16 administrators.



## **Victor Valley College**

*invites applications for  
the position of*

## **LIBRARIAN**

VACANCY #08101

Full Time, Tenure Track

Start Date: August 25, 2008  
(pending funding)

FIRST DATE OF REVIEW  
**Monday, April 14, 2008, at 4:00 p.m.**

*Equal Opportunity Employer*

## **COMPENSATION**

Initial salary placement ranges from \$48,497 to \$75,947, based upon education and experience. The current faculty salary schedule includes five classes and twenty steps with a maximum annual salary of \$101,747.

The District currently provides a "Cafeteria-style" benefit package of \$8,100, which includes mandatory employee health insurance and a \$50,000 employee life insurance policy.

## **ESSENTIAL FUNCTIONS**

- Coordinating and overseeing the technical services operations of the library including acquisitions, cataloging, authority maintenance, inventory, interlibrary loan, and materials processing.
- Participating in original and copy cataloging in all formats of print and non-print library materials utilizing Sirsi/Dynix integrated library system, OCLC bibliographic utility, and MARC, AACR2, and Library of Congress formats and standards.
- Overseeing and developing technical services processes and procedures.
- Incorporating ongoing changes to the integrated library system, bibliographic utility, and emerging bibliographic technologies.
- Participating in the evaluation and selection of print, media and electronic information resources.
- Providing reference services, and instruction in the use of information resources and information competency skills.

- Complying with district policies and procedures in the performance of all duties.
- Participating in staff development activities.
- Serving on area and college-wide committees as necessary to support and enrich the library program.
- Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.
- Promoting the success of a diverse student population through careful selection of library materials.
- Working effectively and collaboratively in a team environment.

## **MINIMUM QUALIFICATIONS**

- Master's degree in library science, library and information science; **OR**
- Possess a California Community College Credential in Library Science; **OR**
- The equivalent\*

\*Equivalency is defined as possessing the background, appropriate to this position, at least equal to that required by the minimum standards even if degrees have different names and experience has been gained in an unconventional manner. Applicants who apply under equivalency **must** complete the Supplemental Application for Equivalent Qualifications and provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications.

## **PREFERRED QUALIFICATIONS**

- Technical services experience in an academic library.
- Comprehensive knowledge and experience in the use of MARC formats, AACR2 standards, and Library of Congress classification and subject headings.
- Experience using a bibliographic utility, such as OCLC, and an integrated library system, such as Sirsi/Dynix.
- Experience in providing reference services and information competency instruction in an academic library.

## **WORKING CONDITIONS**

Library environment. Position requires ability to communicate and exchange information in a rapidly evolving information environment.

The assignment may include day, evening, and/or weekend assignments.

## **APPLICATION PROCEDURES**

To be considered a candidate for this position, all materials required should be received at the Victor Valley College Office of Human Resources by the **First Review Date of April 14, 2008, at 4:00 p.m.** Application materials will be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee. Facsimile submission of application materials is not accepted.

It is the applicant's responsibility to ensure that all requested materials are received. All materials included in the application packet become District

property, will not be returned, and will not be copied.

## **A complete file consists of all of the following:**

1. A completed/signed Victor Valley College Academic application form
2. A letter expressing interest in the position
3. A current resume
4. Copies of transcripts *showing* college degrees and coursework.  
**NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.**
5. Three or more letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.
6. Supplemental Application for Equivalent Qualifications (if applicable)
7. Supplemental Librarian Questionnaire

Candidates wishing to apply for more than one position must submit duplicate materials for each position.

## **INTERVIEW PREPARATION**

A practical demonstration will be required during the first-level interview.

## Recruitment Status Report

June 3, 2008

Req #	Position	RevwDate	Status
<u>Actively Recruiting</u>			
08100	Counselor	4/14	On Hold (Pres wants to review internal; need to set review meeting Waiting on Employment Action Form to make offer 6/03)
08101	Librarian	4/14	Position withdrawn 05/21
08102	Instructor, Allied Health (Phlebotomy Lab)	4/14	Position withdrawn
08103	Instructor, Aviation	4/14	Offer made
08104	Instructor, Basic Skills (Nursing concentration)	4/14	Reference checking
08105	Instructor, Child Development	4/14	Waiting on Employment Action Form to make offer 6/03
08106	Instructor, Fire	4/14	
<hr/>			
08200	Dean of Instruction, Humanities	3/31	Offer made start date 7/1/08
08201	Dean of Health Sciences & Public Safety	5/19	Committee needs to meet; Meeting 6/5 PPS 6/6; 1 <sup>st</sup> Intrv 6/19 (per L.Kildal).
08202	Exec Dean of Curric Devel & Learning Res	5/19	On Hold
VP of Instruction, Vocation Education (Interim)		6/02	Internal Announcement
VP of Human Resources			05/30 Opened recruitment, outside advertising
Exec VP			Agency hire
<hr/>			
08300	Risk Manager	4/28	Cmte needs to meet (On Hold per MPringle)
08301	Director of Financial Aid	5/19	Committee wants a better pool will readvertise. 6/3
08302	Director of Campus Police (Interim)		Setting up review meeting.
<hr/>			
08016	Help Desk Technician (evenings)	3/24	1 <sup>st</sup> Intrv 6/2, 2 <sup>nd</sup> Intrv 6/4
08020	Help Desk Technician (days)	5/5	1 <sup>st</sup> Intrv 6/2, 2 <sup>nd</sup> Intrv 6/4
<del>07043</del>	<del>Sr Instructional Asst - Math/Sci (50%)</del>	<del>6/18/07</del>	<del>Position withdrawn?</del>
08015	Student Services Specialist II - Assessment	3/24	On Hold
08017	Inst'l Netwk Comp Maint Tech	4/21	Offer made; start date 6/4
08019	Auxiliary Services Assistant	5/26	Reviewing applications; 170 recvd.
Lab Aid/Nursing Skills (replace A.Kamel)			Chose 2 <sup>nd</sup> candidate from pool. Waiting for Employment Action Form to make offer.
<hr/>			
<u>"Frozen" Recruitments</u>			
07303	Associate Director, CDC	5/26	On hold
00701	CDC Associate Teacher	4/13/07 int	On hold
00702	CDC Permit Teacher	4/13/07 int	On hold
07029	Purchasing Technician	4/9/07	On hold
<hr/>			
<u>Ongoing Recruitments (accepting applications; hire as-needed)</u>			
07006	Campus Police Reserve	ongoing	
06076	Sign Lang Interpreter I	ongoing	3 hired 11/07
06077	Sign Lang Interpreter II	ongoing	1 hired 11/07
<hr/>			
<u>Anticipated Positions (not in recruitment)</u>			
Site Supervisor, CDC			



Coordinator, Evening Operations & Programs  
Administrative Assist – HR (replace L.Cera)

Placement Specialist (replace E. Duarte)  
IA – BET (50%) (replace B. Huiner)  
Printing Services Tech (50%) (replace B. Huiner)  
Office Assistant – HR (replace C. Brehm)

CDC transfer (E Jasso)

