



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# HISTORY INSTRUCTOR

A Faculty Position

Initial Placement based on Education and Experience – Salary Schedule 80

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### A. General Statement

The San Mateo County Community College District seeks employees who value working in a collegial, collaborative environment, guided by a commitment to helping all students achieve success. All departments strongly encourage collaboration across disciplines to create integrated, interdisciplinary learning experiences. SMCCCD faculty members are expected to be knowledgeable about, and willing to use, different learning and teaching methods as appropriate to the discipline.

### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Teach classes as assigned from the regular History Department curriculum.
2. Assist in curriculum revisions and new course development, department planning, and program review.
3. Participate, on an ongoing basis, in the development, assessment and analysis of student learning outcomes in History
4. Participate, on an ongoing basis, in the development and/or selection of course materials, equipment and technology that will enhance History offerings of the department.
5. Maintain expertise in current teaching and discipline technologies.
6. Consult with students during regularly scheduled office hours.
7. Serve as a member of division and college committees.
8. The college offers day and evening classes, and faculty may be required to teach a class in the evening
9. Perform other duties as required by contract, collective bargaining agreement, and general institutional needs in a timely manner.

### C. Requirements

1. Master's degree in History **OR** Bachelor's degree in History **AND** a Master's degree in Political Science, Humanities, Geography, Area Studies, Women's Studies, Social Science, Ethnic Studies **OR** the equivalent (see below).
2. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application choosing one or more of the following:

**Degree Equivalence**

The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

**Academic Background Equivalence**

Related to disciplines in which a Master's degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

- i. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
- ii. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

**Professional Achievement Equivalence**

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

**D. Knowledge, Skills & Abilities*****Subject matter preparation:***

1. Degree specialization and/or recent successful experience in teaching or preparation to teach college-level courses in History.

***Evidence of outstanding ability as a teacher:***

Appropriate evidence includes, but is not limited to, experience, training, or achievement that the candidate has:

2. The ability to develop curriculum, both transfer-level and electives, and teach courses for an History major program with California articulation standards
3. The ability to develop instructional learning outcomes and to develop methods for assessing student's achievement of these outcomes, as well as to ensure consistent and appropriate monitoring of student progress and use the assessment of one's pedagogy and examine its effect critically
4. Commitment to creative use of technology in teaching and learning, in environments such as computer-assisted or smart classrooms, class websites, or online platforms
5. The ability to engage students from a broad spectrum of cultural, academic, socioeconomic, and language backgrounds both in the classroom and in consultation either in person or through the use of technology
6. The enthusiasm for, understanding of, and commitment to the role and purpose of the community college;
7. A commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of Skyline College
8. The ability to use teaching methods that engage students actively in their own learning, promote development of critical thinking skills, and encourage them to become lifelong learners
9. The ability to use instructional methods that emphasize group cooperation and collaboration and that reflect cultural sensitivity and interdisciplinary approaches to subject matter
10. The commitment to maintain currency in the discipline, and related technology appropriate to instruction, such as that related to History and information and communication technology

11. Ability to organize and explain materials in ways appropriate to students with differing abilities, levels of preparation, and cultural experience

12. Commitment to the scholarship of teaching and learning including the ability to reflect on and evaluate the effectiveness of one's own pedagogy and to make such reflection public

***Evidence of effectiveness as a colleague:***

13. The ability, initiative, and commitment to work collaboratively with faculty and staff in the spirit of collegiality and innovation to enhance instruction, curriculum, and student success

14. Commitment to professional responsibilities outside of the classroom through enthusiastic contributions to department, division and college activities.

(9/2013)