



Allan Hancock College is accepting applications for **part-time, in-person** instructors for:

Basic Skills – Interdisciplinary (BASK)

Classes may be held in the evenings, on weekends, and/or at off-campus locations. Bilingual English-Spanish preferred, but not required.

ANTICIPATED NEED

This Basic Skills is designed for students who need assistance in reaching high school reading, writing, and math levels.

Community Education is looking for part-time instructors who can teach the following courses:

- Mathematics
- Reading and Writing
- GED Prep
- Science
- Social Science
- Literature

Minimum Qualifications

BASIC SKILLS – INTERDISCIPLINARY

Minimum Qualifications – A bachelor's degree in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.

Criteria for Equivalency:

- A bachelor's degree in any discipline and two years of professional experience, related to the subject of the course taught. OR
- A California teaching credential authorizing instruction in the subject area with two years of professional experience related to the area of assignment and course work in the specific subject.

In its desire to select outstanding faculty members from the largest possible pool of qualified applicants, Allan Hancock College recognizes candidates may have attained expertise in a discipline through a variety of means. Certain combinations of education, experience, and other accomplishments in the field may be judged by the district as equal to the stated minimum qualifications for this position. Candidates who feel they

possess such equivalent qualifications are encouraged to complete the equivalency form and provide appropriate documentation of their qualifications.

APPLICATION PROCEDURE

To be considered as a candidate, please submit the following materials:

- A current and complete resume listing education and professional experience.
- Transcripts and/or pertinent credentials/licenses. Copies are acceptable for the application process. Official transcripts are required if hired.
- Please submit all required documentation to:

The Community Education Coordinators at CECoordinator@hancockcollege.edu

SCREENING PROCESS

1. A committee screens all resumes and transcripts. Ensure the resume provides enough details regarding meeting qualifications and/or meeting AHC equivalency to teach in the discipline.
2. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities.
3. A limited number of applicants will be invited for an interview at the college at their own expense.
4. If you are selected, our recruiting team will reach out to you to discuss the next steps. Due to the high volume of applications we receive, we're unable to speak with everyone.
5. The district reserves the right to cancel any appointment or to reassign the area of service, extend time limits, reinitiate, or withdraw the recruitment/selection process at any time. Final candidates may be required to pass a pre-employment drug screening.

APPLICATION PERIOD

Resumes are accepted all year long for a variety of disciplines. Submitting a resume doesn't guarantee a teaching spot. The District reserves the right to extend time limits, and re-initiate or withdraw the recruitment/selection process at any point.

COMPENSATION

For information about compensation and benefits, visit www.hancockcollege.edu/hr/ and search for Employee Benefits and Salary Schedule for Part-Time Faculty Noncredit.