

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL – FACULTY POSITION

****This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: Noncredit Professor Deaf and Hard of Hearing (DHH)Department: ACCESS/Deaf and Hard of Hearing CenterDivision: Student ServicesMonths per Year: ☐ 10 months ☒ 11 months ☐ 12 months#Days per Year: ☐ 175 ☒ 195 ☐ 210 ☐ Other: _____☐ Funded: _____

Former Employee (if applicable): _____

☒ Newly Funded Position Fiscal Year 2022-23☒ Tenure Track☐ Temporary Faculty (one year)

**Replace Professor, Instructional Specialist
(Non-Credit) DHH RTF submitted to Human
Resources on 1/24/22**

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Background and Rationale (use back of form if additional space is needed):

- see attached -

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 17522-522100-113000-493030-1100100 % Amount \$ 140,527

Account Number(s): _____

_____% Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☒ Categorical ☐ Grant
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

4/19/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

4.21.22

5. Vice President, Human Resources

Date

4/28/22

3. Chief Budget/Compliance Signature

Date

04/22/22**111001**☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately☐ Denied☐ ModifiedIf position does not have funding, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

May 3, 2022

Date

SALARY PROJECTION

POS CLASS	UNIT	POSTION %	ACTUAL FTE	RANGE	RANGE	NAME	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	FRINGE BENEFIT ACCTS					TOTAL BENEFITS	TOTAL SALARY & BENEFITS
													TOTAL SALARY	311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C	

Estimated Benefit Rates for 2021-22 16.920% 1.450% Varies 0.05% 1.510%

FY 21-22

FA195	FA	100%	1	2	7	Professor, Deaf and Hard of Hearing (DHH) Noncredit	17522	522100	113000	493030	1100	100%	105,005	17,767	1,523	14,593	53	1,586	35,522	140,527
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for Depts. to complete.
ge-Do Not Touch
as appropriate for the position

Hearing Program Specialist (Non-Credit)

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tion which includes the department
nd diversity; sample provided below:]
cessibility Resource Center for
to provide quality programs and
r students with disabilities to access
onal activities at Mt. San Antonio
for students to succeed in the
t and in the greater community.

Hearing (DHH) Center, one of the
nters, is the cultural and academic
space for Deaf and hard of hearing
e support needed to be successful
Center provides a variety of services
cluding Deaf mentoring, workshops,
pecialized counseling, academic
CART transcription and notetaking
d to be the only California
th a dedicated Deaf and hard of
H Instructional Specialist (Non-
H Center staff that includes a DHH
or, two coordinators, three lead
ral student peer mentors.

Specialist (Non-Credit) may teach
ed below:

age Development for Deaf Students

age Enhancement for Deaf Students

ech Center: Assistive Technology
ies

g these courses, the DHH
st will provide academic support for
ing students, to include: support for
es; academic support for a variety of
nglish classes; individual and group
help students improve their English
writing skills; technical support for
Canvas and other Mt. SAC online
rt of the DHH peer mentor program.

All DHH Center services are provided in American Sign Language (ASL). This position requires fluency in ASL, English, and knowledge of how language deprivation impacts Deaf student learning.

MAJOR DUTIES & RESPONSIBILITIES

- Provide academic support to DHH cohort classes.
- Provide academic support for other Mt SAC courses
- Provide individual and group support to assist Deaf students improve their English grammar, reading and writing skills.
- Assess Deaf students' current learning levels in order to provide specific and appropriate academic support.
- Provide support to the DHH peer mentor program.
- Provide technical support to assist students with access to Canvas and other Mt. SAC online platforms.
- add major duties and responsibilities as appropriate to the specific position, text below must be included]
- Teach courses in the disciplines for which the candidate meets Minimum Qualifications or the equivalent
- Teach assigned courses in accordance with course outline of record
- Instruct and support students with diverse backgrounds utilizing culturally relevant pedagogy, careful preparation of course materials, effective teaching methods including for online instruction, informed critical feedback on assignments and discussions, student learning outcomes, and support a philosophy of instruction focusing on critical thinking and analysis.
- Maintain scheduled office and campus hours, and participate in department/division meetings and committees
- Perform related duties as assigned, including timely compliance with administrative responsibilities and College, division, and department policies
- Late afternoon and/or evening assignments may be required as part of the regular contract.
- Ability to communicate effectively to students orally and in writing.
- Ability to translate curriculum meaningfully for students with diverse backgrounds
- Commitment to educating a racially and socioeconomically diverse student population

REQUIRED QUALIFICATIONS

[Minimum Qualifications are not edited by department- these are provided from California Community Colleges Chancellor's Office [Minimum Qualifications for Faculty and Administrators in California Community Colleges]

A. The minimum of one of the following awarded/conferred from a regionally accredited institution:

1. Master's degree in; **OR**
2. Bachelor's degree in; **OR**
3. The equivalent (must request an equivalency review in

the application), **OR**

4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code § 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.); **OR**

B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.

PREFERRED QUALIFICATIONS

- Fluency in American Sign Language (ASL). All services In the DHH Center are provided in ASL.
- Fluency in oral and written English, in order to assist Deaf students improve their English grammar, reading and writing skills.
- Knowledge and understanding of how language deprivation impacts Deaf student learning.
- Knowledge and understanding of Deaf culture.
- Three years teaching experience, preferably at the college level.

EQUITY AND DIVERSITY

We value diversity in all aspects of the human condition. We pursue equity by reevaluating how we empower each person to achieve their success.

LICENSES AND OTHER REQUIREMENTS

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

CONDITIONS OF EMPLOYMENT

This is a full-time, tenure-track (or temporary, one-year), 10/11/12-month contract position that begins in the 2022-23 academic year. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live scanned and clearance for employment is authorized by Human Resources. Costs for live scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered

1) A 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Code Title 9, Chapter 1, Child Abuse Reporting, as a condition of employment.

2) An employee with 'Actual Knowledge' of a crime under the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all incidents of sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: <https://www.mtsac.edu/sr/2021.pdf>

APPLICATION PROCEDURE

First Review of Applications: Complete applications will be accepted until the position is filled; applications submitted by 11:59 p.m. (PST) on _____ will be considered.

Applicants must submit all of the following documents at <http://hrjobs.mtsac.edu> to be considered for the position:

1. A Mt. San Antonio College online application
2. A cover letter addressing how duties & responsibilities, required qualifications, and preferred qualifications are met
3. A detailed résumé that summarizes education, work, and professional experience for the position
4. College and/or university transcripts showing an **awarded/conferred degree are required** and must be **submitted with the online application**. Official transcripts are required, including current or former employees of the College who demonstrate that the required education has been completed. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not acceptable in lieu of transcripts
5. OPTIONAL: Up to three letters (3) of recommendation from relevant experience (do not use social media or networks as a means to provide letters of recommendation of the required documents)

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an official transcript from a certified transcript evaluation service. An equivalency to that of an accredited institution must be provided. report must be attached with the application by the filing deadline.

For assistance with the online application, contact Human Resources at (909) 274- 4225.
E-mail: employment@mtsac.edu.
1100 N. Grand Avenue, Walnut, CA 91789

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applications taking into account breadth of education, training, experience, skills, and demonstrated ability. Interviews may include a writing sample, demonstration, and/or performance test. The District will notify finalists to the President/CEO and/or Human Resources Director/Student Services for a second round of interviews. Availability of vacancies is dependent on student enrollment, resources and needs, and Board of Trustees' approval. The final decision will be determined following Board approval and background check/clearance.

For out-of-state faculty applicants who must travel (for background check to verification) one way from their home to the District to interview will be eligible for the reimbursement. The District shall reimburse up to a total of \$500 for travel expenses associated with the interview. Any travel expenses exceeding this amount shall not be reimbursed. Please refer to the Applicant Handbook for more details:

\$69,827 - \$104,209

The District contributes \$12,159 toward annual premiums for health and life insurance coverage. Lifetime health insurance is provided for eligible retirees. Employees are eligible for the Public Employees' Retirement System (PERS) or the Teachers' Retirement System (STRS) and National Benefit Services (NBS). The District is a member of the National Collective Bargaining Agreement.

reopen, re-advertise, delay, or cancel

Our Vision, "promotes a climate of respect and dignity for all. We are culturally responsive to the diverse student body. We strive to increase and sustain the success of all students. We recruit and retain staff whose backgrounds are reflective of our students and the community. In addition to providing all personnel with ongoing professional development."

Demographic Data: Latinx, and Hispanic-Serving Institution and Native American Pacific Islander-Minority Serving Institution, serving over 100,000 students in California Central Valley based on Fall 2022 enrollment. Population is as follows: by ethnicity – 54.32% White, 16.76% Asian, 3.91% Filipino, .22% Black/African American, 0.12% American Indian/Alaska Native, .74% Unknown; by gender – 44.94% Male, .12% Non-Binary, 1.52% Female; by age – 29.23% ages 19 or younger, 34.95% ages 20-24, 7.61% ages 25-29, 3.90% ages 30-34, 3.90% ages 35-39, 4.38% ages 40-44, 4.38% ages 45-49, 4.38% ages 50 and older.

Demographic Data: by ethnicity-26.48% White, 16.74% Asian/Pacific Islander, 4.46%

Black/African American, .41% American Indian/Alaska Native, .21.53% unknown: by gender-54.32% Female, 44.94% Male, .74% unspecified: and by age-5.61% 20-29, 25.22% 30-39, 29.70% 40-49, 39.47% Over 50.

The District works to create an inclusive environment that provides a safe-haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty that understands how cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students

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