

Ornamental Horticulture Associate (Part-time) Instructor Pool 2022 - 2023

Posting Details

Before applying, be sure to read the “Application Procedure” section below.
Posting Summary

Job Title	Ornamental Horticulture Associate (Part-time) Instructor Pool 2022 - 2023
Type of Assignment	Part-Time Faculty
Assignment Category	Temporary Assignment
Position Details	<p>The college is accepting applications to build a pool of instructors for possible future part-time assignments at all locations. The department chairperson or designee will review applications as vacancies become available.</p> <p>Instructors may be assigned to any campus or authorized facility. Assignments may include days, evenings, or weekends.</p> <p>Applications are valid through June 30, 2023, at which time they will expire. A new posting for this pool will be posted on July 1, 2023, and those still interested will need to reapply at that time.</p> <p>IMPORTANT: MiraCosta College requires that all employees be fully vaccinated against COVID-19 in order to promote a safe and healthful workplace for employees and to promote the health and safety of our campus community. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the college community that depends on college programs and services. As of August 23, 2021, all employees must submit proof of vaccination or request and receive approval for a medical or religious exemption prior to their start date. For more information, please visit https://www.miracosta.edu/covid/covid-vaccination-requirements.html.</p>
Student Demographics	<p>MiraCosta College serves a diverse student population. The credit student population in Fall 2021 is as follows: by ethnicity, 38% Latinx, 8% Asian/Pacific Islander, 3% Black/African American, 0% American Indian/Alaska Native, 39% White, 8% two or more races, and 3% unknown; by gender, 59% female, 39% male, 0% nonbinary, and 2% unknown; and by age category, 61% ages under 17-24, 29% ages 25-39, and 11% age 40 and over. Diversity is also evidenced by student-veterans, re-entry students, students with disabilities, international students, and students who identify as LGBTQIA+.</p> <p>The noncredit student population in Fall 2021 is as follows: by ethnicity, 48% Latinx, 11% Asian/Pacific Islander, 2% Black/African American, 0% American Indian/Alaska Native, 31% White, 2% two or more races, and 5% unknown; by gender, 72% female, 25% male, 0% nonbinary, and 4% unknown; and by age category, 15% ages under 17-24, 27% ages 25-39, and 58% age 40 and over. Diversity is also evidenced by student-veterans, re-entry students, students with disabilities, international students, and students who identify as LGBTQIA+.</p>
Diversity, Equity & Inclusion	<p>MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment that affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at https://www.miracosta.edu/office-of-the-president/board-of-trustees/docs/3400BP-Diversity-Equity-Inclusion.pdf, and in MiraCosta College's Institutional Values found at https://www.miracosta.edu/office-of-the-president/_docs/mccvalues.pdf.</p> <p>The college was designated as a Hispanic Serving Institution (HSI) in 2013. This designation reflects the great responsibility that MiraCosta has to the educational attainment and economic well-being of the surrounding community. We are a veteran and military supportive institution and an Achieving the Dream Leader College. The successful candidate will join a campus that exhibits its dedication to all students and faculty through offering robust, culturally-responsive events, including speaker series dedicated to heritage month events through the Social Justice and Equity Center.</p>
About the Department	<p>Horticulture is the study of the art and science of cultivating plants. MiraCosta's Horticulture Program includes landscape design and architecture, irrigation, sustainable landscape and turf management, nursery crop production, sustainable agriculture, PCA (pest control advisor) preparation, and wine technology. Students may take courses to prepare for a major in horticulture, to complete certificates to enter the job market, and to fulfill general education requirements.</p> <p>https://www.miracosta.edu/academics/degree-and-certificate-programs/math-and-sciences/horticulture/index.html</p>
Compensation	<p>Compensation is based on education. To view the current Associate (part-time) Faculty Salary Schedule, please select “Salary Schedules” to the left on the navigation bar.</p> <p>Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.</p>
Benefits	<ul style="list-style-type: none">• Sick leave• Retirement benefits under the California State Teachers' Retirement System (CalSTRS)• Health insurance option for qualifying associate faculty assignments – https://miracosta.edu/hr/employee-benefits-program/benefits-for-part-time-employees.html• Free and confidential employee assistance program• Wellness Program• Professional Development Opportunities• Childcare Facility (Oceanside Campus)
Application Procedure	<p>In order to be considered for this position, you must submit the following:</p> <ol style="list-style-type: none">1. An application.2. A cover letter discussing methods, theories, or technologies especially relevant to your teaching style and describing any qualifications not evident in your resume or curriculum vitae.3. A resume/CV summarizing your educational background and experience.4. Transcripts <p>a. Transcripts of ALL college degrees/coursework needed to qualify for this position; unofficial or legible copies are acceptable but must indicate that the degree(s) has been conferred, if applicable.</p> <p>If you do not possess the EXACT degree major(s) listed in the Minimum Qualifications section, you will need to submit an equivalency narrative and supporting documentation if and when the department decides to hire you. At that point, Human Resources will work with you to submit the request. If you would like to submit a brief statement outlining how you are equivalent at the time of application, please feel free to do so, but the full request and supporting documents are not required for application purposes. (View the instructions for equivalency requests at https://www.miracosta.edu/governance/equivalency-committee/_docs/equivalency-instructions.pdf.)</p>

	<p>All degrees and units used to satisfy the minimum qualifications must be from postsecondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree/coursework is from a college or university anywhere outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. A partial list of agencies can be found at http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.</p> <p>b. If needed to meet the minimum qualifications, a copy (front and back) of your fully satisfied, lifetime California Community College credential authorizing service in the appropriate discipline.</p> <p>Applicants will not be contacted unless selected for interview. Offer of employment to the persons selected for these positions is contingent upon: 1) proof of being fully vaccinated* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) submission of a current TB test clearance; 3) proof of eligibility to work in the United States; 4) fingerprint clearance; and 5) submission of official transcripts indicating appropriate degree(s) awarded or submission of a valid appropriate California Community College credential.</p> <p>*Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]).</p>
Minimum Qualifications	<p>The transcripts you are attaching to provide evidence that you meet the minimum qualifications below must state the degree title, major, and date awarded.</p> <p>Bachelor's degree or higher plus two years of professional experience directly related to this assignment.</p> <p>OR associate's degree plus six years of professional experience directly related to this assignment.</p> <p>OR a valid appropriate California Community College Credential in the discipline area.</p> <p>OR the equivalent*.</p> <p>AND have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.</p> <p>*Applicants wishing to claim equivalence to the minimum qualifications should follow the instructions and guidelines at https://www.miracosta.edu/governance/equivalency-committee/docs/equivalency-instructions.pdf</p>
Desirable Qualifications	
Basic Function	Under direction, plan, organize and teach assigned courses in an instructional field or discipline in accordance with approved course outlines, education code requirements and faculty contract provisions; provide feedback and guidance to students and evaluate student performance; and perform related duties as assigned.
Essential Duties & Responsibilities	<p><i>The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.</i></p> <ol style="list-style-type: none"> 1. Plan, organize and develop instructional materials including presentations, lectures, demonstrations, homework assignments, laboratory exercises and project assignments consistent with approved course outlines; teach courses utilizing sound pedagogical methods and instructional strategies most appropriate to communicating subject matter to students to meet learning objectives; modify, as necessary, instructional methods to meet diverse student needs; participate in the development, assessment, and evaluation of student learning outcomes (SLOs); use available instructional technologies such as the internet, online learning and interactive technologies to enrich and facilitate student learning; participate in the review and selection of textbooks and other student materials for assigned courses. 2. Provide prompt feedback on student assignments; evaluate student performance fairly and consistently; assign grades and maintain course/student records in accordance with district standards, policies and procedures; submit and post grades and submit other records following appropriate procedures by established deadlines. 3. Be available to students by telephone, email, course learning management system, or personal conference to answer questions and provide encouragement and assistance in completing course assignments and projects; meet scheduled meeting and office hours as established for assigned courses; maintain a flexible schedule to meet student needs; refer students to other faculty or campus resources to resolve problems/issues beyond the purview of faculty. 4. Maintain accurate and complete course records as required by law, regulations and district policies and procedures; record student attendance and other data using course management software; submit attendance and other records by required deadlines. 5. Maintain the confidentiality of student information. 6. Contribute to maintaining a collegial environment and collaborate with department chairs and other faculty to participate in developing policies, standards, curricula changes and other matters; demonstrate willingness to substitute for other faculty when needed to meet college or student needs. 7. Play an active role in campus life; attend faculty and staff meetings; participate in activities that contribute to the educational goals of the college and its constituents; serve on campus committees or task forces. 8. Meet professional responsibilities in accordance with contractual obligations.
Other Duties	<ol style="list-style-type: none"> 1. Stay current in academic or program discipline, including maintaining licensure, certification or continuing education requirements where appropriate. 2. May make arrangements for and lead field trips and attendance at other events associated with course of study. 3. Perform related duties as assigned.
Knowledge of	<ol style="list-style-type: none"> 1. Theory, concepts, principles, techniques and conventions applicable to assigned academic disciplines and courses at an advanced level. 2. Teaching and instructional techniques and strategies applicable to student learning at varying levels of subject matter and language proficiency. 3. Trends, developments and uses of educational technologies including online learning and course management systems such as Blackboard. 4. State education code, Title 5 and other applicable laws related to curriculum requirements and approval and reporting processes. 5. Instructional and tutorial techniques and methods applicable to a diverse range of students including those with physical, emotional and learning disabilities. 6. District organization, operations, policies and objectives, and resources available to support student success. 7. Safety policies and safe work practices applicable to the work.
Ability to	<ol style="list-style-type: none"> 1. Clearly convey, interpret and explain theories, principles and relevant content of assigned academic disciplines to a diverse student population. 2. Employ available instructional technologies in ways that maximize student learning.

	<p>3. Encourage the development of critical thinking, problem-solving and communication skills through the use of appropriate teaching strategies and student assignments.</p> <p>4. Evaluate student performance fairly and consistently and return student work promptly to promote student progress.</p> <p>5. Examine the effectiveness of teaching methodologies being used, in terms of student learning outcome measures, and modify as appropriate to meet diverse student needs.</p> <p>6. Maintain accurate records of student progress and submit grade and attendance records according to established deadlines.</p> <p>7. Maintain the confidentiality of student information.</p> <p>8. Meet all teaching and other scheduled responsibilities such as office hours and meetings at the designated times, while keeping a flexible schedule to facilitate student access and learning.</p> <p>9. Stay abreast of current scholarship and other developments in assigned academic fields through professional development activities.</p> <p>10. Communicate effectively, both orally and in writing.</p> <p>11. Operate a computer and standard business software.</p> <p>12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.</p> <p>13. Establish and maintain effective working relationships with all those encountered in the course of work.</p>
Physical Effort	<p><i>The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.</p>
Emotional Effort	<p>Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.</p>
Working Conditions	<p>Primarily classroom and business office environments; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.</p>

Posting Detail Information

Posting Number	AF_21/22_148_P
Human Resources Contact Information	jobs@miracosta.edu or 760.795.6854
Job Close Date	06/30/2023
Open Until Filled	
First Screening Date	
Direct Link to Posting	https://jobs.miracosta.edu/postings/3113

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally authorized to work in the United States?

- No
- Yes

2. * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Please reflect on two or three examples of how you have or would create, modify, and/or perform one or more of the following to meet the needs of a diverse student population: (1) curricula; (2) learning activities; (3) teaching/counseling practices; (4) library reference services or collection development; (5) literary efforts (e.g., original scholarly works); or (6) budgetary or planning processes.
(Open Ended Question)

Documents Needed to Apply

Required Documents

- Cover Letter
- Resume/Curriculum Vitae
- Transcript 1

Optional Documents

- Transcript 2
- Transcript 3
- Transcript 4
- Formal Agency Evaluation - Non-U.S. Transcripts
- Equivalency Narrative