

Faculty Qualifications



Revised: Jan 2014

*Only the qualifications that pertain to the Clinical Medical Assisting, Medical Office Administration, Business Administration, and general education (Math and English) instructors are included in this document.

San Joaquin Valley College

Statement of Purpose

Minimum faculty qualifications at *San Joaquin Valley College* establish standards which will assure that faculty are qualified by academic background and experience to carry out their institutional and program responsibilities and their potential to contribute to the mission and goals of the college.

While teaching effectiveness is the principle criterion for the selection of teaching faculty, knowledge of the subject matter or service to be performed is the foundation. Discipline expertise is essential as faculty members are responsible for curriculum development and assessment of student learning through the Program Review process.

San Joaquin Valley College is dedicated to providing educational programs which meet the highest standards of quality and provide the training and skills required to compete in today's work force. A trained, competent, and professional instructor is the first step in achieving this goal.

VOCATIONAL COURSES IN THE MAJOR

This listing is intended as an "overview" of the minimum requirements for faculty in the various programs. A more detailed listing of requirements is found in the job descriptions for the individual programs and courses.

¹Degree must be from an accredited college or university in major discipline or related discipline. Non – U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: It is recommended that the applicant uses the International Education Research Foundation at www.ierf.org and requests a "General Report." The cost of the report is at the applicant's expense.

²Must be in the major or subject area of the program

San Joaquin Valley College

Business Studies Division

Areas of Instruction	Position	Minimum Degree Requirement ¹	Minimum Years of Teaching and/or Professional Experience ²	Minimum Certification, Licensure, Credential & Additional Requirements	AA/AD/HR Verification for licensure/certifications
Business Administration	Instructor	Associate Degree	2 years	N/A	
	Advanced Accounting Instructor			<ul style="list-style-type: none"> Accounting experience or certification 	
Medical Office Administration and Medical Billing Specialist	Instructor	Associate Degree	2 years	<ul style="list-style-type: none"> Computer skills to include MS Office Medical terminology proficiency Coding and billing experience 	
				<ul style="list-style-type: none"> Coding certification preferred (CPC or MOA) 	Instructor in one or more of the following courses: HCM 20, HCA 110, HCA 210

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Health Studies Division

Areas of Instruction	Position	Minimum Degree Requirement ¹	Minimum Years of Teaching and/or Professional Experience ²	Minimum Certification, Licensure, Credential & Additional Requirements	AA/AD/HR Verification for licensure/certifications
Clinical Medical Assisting	Instructor	Associate Degree	2 years	<ul style="list-style-type: none"> Certified Medial Assistant or Registered Medical Assistant (Licensed Vocational Nurse or Registered Nurse maybe considered with MA experience) Knowledge of back office skills required Registered Phlebotomy Technician preferred (AMT, NPA, ASCLS, ASPT, or NCCT) CPR/First Aid certified (AHA) preferred 	<p>CA Med Board: A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) http://www.mbc.ca.gov/allied/medical_assistants_questions.html#2</p>
Clinical Administrative Medical Assisting	Instructor	Associate Degree	2 years	<ul style="list-style-type: none"> Certified Medial Assistant or Registered Medical Assistant (Licensed Vocational Nurse or Registered Nurse maybe considered with MA experience) Knowledge of front and back office skills required Registered Phlebotomy Technician preferred (AMT, NPA, ASCLS, ASPT, or NCCT) CPR/First Aid certified (AHA) preferred 	<p>Approved Organizations and Certifications:</p> <p>American Association of Medical Assistants</p> <ul style="list-style-type: none"> CMA certification State Chapter certification <ul style="list-style-type: none"> CSMA (AAMA) certification <p>American Medical Technologists</p> <ul style="list-style-type: none"> RMA certification

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San Joaquin Valley College

General Education Division

Areas of Instruction	Position	Minimum Degree Requirement ¹	Minimum Years of Teaching and/or Professional Experience**
English	Instructor	Bachelor's Degree in English, Literature, Composition, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online Instructors)
Math	Instructor	Bachelor's Degree in Mathematics, Applied Mathematics, Statistics, Physics, Engineering, or related major <i>May accept related degree with 12 units completed in subject matter*</i> <i>May accept 8 units if in advanced level Math such as Calculus</i>	1-2 years Required: Official College Transcript (online teaching experience for Online Instructors)

*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency

**Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

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San Joaquin Valley College Job Description

Job Title: Instructor
Department: Academic Affairs & Student Services
Reports To: Academic Dean

Summary: Working with minimal supervision from the Academic Dean and technical supervision from the Program Director or Division Manager, the instructor is primarily responsible for the delivery of lecture and/or lab instruction to a population of diverse students.

Essential Duties and Responsibilities:

- Prepares course work for all assigned classes and teaches assigned courses in accordance with established SJVC approved curriculum and course outlines.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits records according to published guidelines.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains current knowledge in the field, vocation or profession.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Participates as assigned in various campus activities and duties.
- Performs other duties as assigned

Supervisory Responsibilities: An instructor supervises student conduct in the classroom, on the campus, and on field trips and school related functions.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in the classroom; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for tutoring and assistance; meets commitments made to students.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Effectively teaches and communicates with students from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes students to fulfill their educational vision; provides vision and inspiration to students and co-workers.

Diversity – Shows respect and sensitivity for cultural differences; educates students on the value of diversity; promotes a harassment-free environment; builds a diverse workforce in the classroom and office.

Ethics – Treats students, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Encourages students to set and achieve challenging goals; demonstrates to students persistence and ways to overcome obstacles; measures self against standard of excellence and encourages students to do so as well; encourages students to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security – Observes safety and security procedures, as well as teaches safety and security procedures in the classroom; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures class(es) start on time; ensures classes are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; commits to long hours of work when necessary to cover classes and/or tutor students.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must meet or exceed all standards listed in Minimum Faculty Qualifications.

Language Skills

Ability to read, analyze, and interpret materials related to area of expertise; ability to respond to common inquiries or complaints from students, employees and members of the business community; ability to effectively present information to students, employees, and the business community.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs related to courses to be taught.

Certificates, Licenses, Registrations

Instructors must have required certificates, licenses and registrations required for the course(s) they are to teach.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.