

# **Faculty Qualifications**



**Revised: July 2017**

# *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.

# San Joaquin Valley College

## Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Business Administration, Certification-Required Courses</b>	Instructor: ACCT100 ACCT110 ACCT130 ACCT140 ACCT150 ACCT160	Associate	Bookkeeper certification	<a href="http://nacpb.org">nacpb.org</a>
	Instructor: ACCT120		Bookkeeper certification; expertise with QuickBooks	<a href="http://nacpb.org">nacpb.org</a>
	Instructor: BUSN160 BUSN190		Customer Service & Sales certification	<a href="http://nrf.com">nrf.com</a>
	Instructor: BUSN170 BUSN180		Retail Management certification	<a href="http://nrf.com">nrf.com</a>
	Instructor: BUSN200		Excel certification: Certiport ( <i>preferred</i> ) or NACPB	<a href="http://certiport.com">certiport.com</a> <a href="http://nacpb.org">nacpb.org</a>
	Instructor: BUSN260		All certifications: • Bookkeeper • Retail Mgmt./Customer Service & Sales • Excel	<a href="http://certiport.com">certiport.com</a> <a href="http://nacpb.org">nacpb.org</a>
<b>Business Administration, General (non-certification-required courses)</b>	Instructor	Associate	Additional experience or training in subject area	NA

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Construction Management</b>	Instructor	Associate	Computer skills to include MS Office, MS Project, and Primavera software	
<b>Criminal Justice: Corrections</b>	Instructor	Associate	Additional experience or training in subject area	
	Program Director	Associate; Bachelor's preferred	Additional experience or training in subject area	
	STC Academy Defensive Tactics Instructor	Associate	<ul style="list-style-type: none"> <li>POST/STC certified Defensive Tactics instructor</li> <li>BSIS Firearm certified</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Certified CPR/First Aid instructor (AHA preferred) (<b>NOTE:</b> the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly compliance)</li> </ul>	
STC Academy Baton Instructor	Associate	<ul style="list-style-type: none"> <li>POST/STC certified Baton instructor</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Certified CPR/First Aid instructor (AHA preferred) (<b>NOTE:</b> the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)</li> <li>BSIS Firearm certified</li> </ul>		

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Criminal Justice: Corrections</b>	STC Academy CPR Instructor	Associate	<ul style="list-style-type: none"> <li>Certified CPR/First Aid instructor (<i>AHA preferred</i>) (<b>NOTE:</b> the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)</li> </ul>	
<b>BSIS Armed Guard</b>	BSIS Powers of Arrest Instructor	Associate	BSIS Certified Baton or Firearms Instructor <i>(prefer both)</i>	<b>Bureau of Security and Investigative Services</b> <a href="http://bsis.ca.gov">bsis.ca.gov</a>
	BSIS Firearms Instructor	Associate	BSIS Certified Firearms Instructor	<b>Bureau of Security and Investigative Services</b> <a href="http://bsis.ca.gov">bsis.ca.gov</a>
<b>Human Resource Administration</b>	Instructor	Associate	Additional experience or training in subject area	
<b>Medical Office Administration (On-Ground only)</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>Computer skills to include MS</li> <li>Office medical terminology proficiency</li> <li>Coding and billing experience</li> </ul>	
	Instructor: HCM40 HCA102 MOP120 MOP140		Coding certification (CPC or CPB) <i>preferred</i>	<b>American Association of Professional Coders (AAPC)</b> <a href="http://aapc.com">aapc.com</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Business Studies Division

Business Studies Division				
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement</u> <sup>1</sup>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Medical Billing and Coding (Online only)</b>	Instructor: HCP101, HCP102, HCP201, MBC105	Associate	<ul style="list-style-type: none"> <li>May accept related medical profession degree that demonstrates subject matter expertise</li> <li>Computer skills to include MS</li> <li>Office medical terminology proficiency</li> </ul>	<b>American Association of Professional Coders (AAPC)</b> <a href="http://aapc.com">aapc.com</a>
	Instructor: MBC125, MBC210, MBC220, MOP120, MOP140		<ul style="list-style-type: none"> <li>CPC-I</li> <li>Billing and/or coding experience</li> </ul>	
	Instructor: MBC230, MBC240, MOP130		<ul style="list-style-type: none"> <li>CPB and CPC</li> <li>Billing and/or coding experience</li> </ul>	
	Instructor: MOP110		<ul style="list-style-type: none"> <li>CPC-I</li> <li>Billing and/or coding experience</li> <li>CPR/First Aid certified (AHA <i>preferred</i>)</li> </ul>	
	Instructor: HCP103, MOP210, MOP130		<ul style="list-style-type: none"> <li>Front office experience (EHR <i>preferred</i>)</li> </ul>	
	Instructor: BUS102	Bachelor's	<ul style="list-style-type: none"> <li>Bachelor's in Mathematics, Applied Mathematics, or related major</li> </ul>	
	Instructor: COMP101	Bachelor's	<ul style="list-style-type: none"> <li>Bachelor's in Information Technology or related major</li> </ul>	

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Clinical Medical Assisting</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience)</li> <li>• Knowledge of <b>back</b> office skills required</li> <li>• Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA)</li> <li>• CPR/First Aid certified (AHA <i>preferred</i>)</li> </ul>	<p><b>CA Med Board:</b> 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)  <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b> <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>• CMA certification</li> <li>• State Chapter certification                             <ul style="list-style-type: none"> <li>○ CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b>  <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>• RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b>  <a href="http://ccbma.org/">http://ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) <u>OR</u> Multi-skilled Medical Certification Institute</b> (<i>NCCT is the overseeing agency for this institution in California</i>)  <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>• NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b>  <a href="http://www.nhanow.com">www.nhanow.com</a></p> <ul style="list-style-type: none"> <li>• CCMA – Certified Clinical Medical Assistant</li> <li>• CPT – Certified Phlebotomy Technician</li> <li>• CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b>  <a href="http://www.cdph.ca.gov/programs/lfs">www.cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>• Laboratory Field Services</li> <li>• Certified Phlebotomy Technician</li> </ul>
<b>Clinical and Administrative Medical Assisting</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience)</li> <li>• Knowledge of <b>back</b> office skills required</li> <li>• Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA)</li> <li>• CPR/First Aid certified (AHA <i>preferred</i>)</li> </ul>	<p><b>CA Med Board:</b> 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)  <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b> <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>• CMA certification</li> <li>• State Chapter certification                             <ul style="list-style-type: none"> <li>○ CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b>  <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>• RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b>  <a href="http://ccbma.org/">http://ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) <u>OR</u> Multi-skilled Medical Certification Institute</b> (<i>NCCT is the overseeing agency for this institution in California</i>)  <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>• NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b>  <a href="http://www.nhanow.com">www.nhanow.com</a></p> <ul style="list-style-type: none"> <li>• CCMA – Certified Clinical Medical Assistant</li> <li>• CPT – Certified Phlebotomy Technician</li> <li>• CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b>  <a href="http://www.cdph.ca.gov/programs/lfs">www.cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>• Laboratory Field Services</li> <li>• Certified Phlebotomy Technician</li> </ul>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Dental Assisting</b>	Instructor Program Director	Associate; Bachelor's preferred	<ul style="list-style-type: none"> <li>• Registered Dental Assistant</li> <li>• Radiology (X), Coronal Polish (CP), and Sealant (S) certifications</li> <li>• Two Hour Teaching Methodology in Clinical Evaluation Certificate (Coronal Polish, Infection Control, Radiology, Sealants)</li> <li>• 30 Hour Teaching Methodology Certificate (issued by SJVC or CADAT)</li> <li>• CPR certified (AHA or ARC <i>preferred</i>)</li> <li>• Computer skills <i>preferred</i></li> </ul> <p>(NOTE: certifications must be current and from California)</p>	CA Department of Consumer Affairs <a href="http://dbc.ca.gov">dbc.ca.gov</a> <ul style="list-style-type: none"> <li>• RDH licensed prior to 2006</li> <li>• RDH licensed after 2006 must have active RDA license</li> </ul> <p><b><i>In lieu of 30 Hour Teaching Methodology:</i></b> may possess a postgraduate degree in education, a Ryan Designated Subjects Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential, or a Community College Teaching Credential</p>
<b>Dental Assisting and Dental Hygiene</b>	Individual Dental Continuing Education Course Instructor	As appropriate for instruction of subject	Various studies but appropriate experience, education, and/or training for delivery to RDAs and RDHs	CA Department of Consumer Affairs <a href="http://www.dbc.ca.gov/verification/index.shtml">http://www.dbc.ca.gov/verification/index.shtml</a>
<b>Dental Hygiene</b>	Instructor	Bachelor's	<ul style="list-style-type: none"> <li>• Current California RDH or DDS license</li> <li>• CPR certified (AHA or ARC <i>preferred</i>)</li> </ul>	CA Department of Consumer Affairs <a href="http://dhcc.ca.gov">dhcc.ca.gov</a>
	Clinical Instructor	Associate	Additional experience or training in subject area	
	Program Director	Master's		
	Supervising Dentist	Doctor of Dental Surgery <u>or</u> Doctor of Dental Medicine	<ul style="list-style-type: none"> <li>• Current California DDA or DMD license</li> <li>• <i>Preferred:</i> current Controlled Substance Registration (U.S. DOJ - DEA)</li> </ul>	CA Department of Consumer Affairs <a href="http://dhcc.ca.gov">dhcc.ca.gov</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)



# San Joaquin Valley College

## Health Studies Division

Area of Instruction	Position	Minimum Degree Requirement <sup>1</sup>	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
<b>Diagnostic Medical Sonography</b>	Instructor Laboratory Teaching Assistant	Associate; Bachelor's preferred	<ul style="list-style-type: none"> <li>• American Registry of Diagnostic Medical Sonographers (ARDMS) certification, with specialties in abdominal and small parts, and obstetrics and gynecology</li> <li>• Registered Vascular Technologist or Sonographer (RVT or RVS) certification <i>preferred</i></li> </ul>	American Registry for Diagnostic Medical Sonography <a href="http://ardms.org">ardms.org</a>
<b>Pharmacy Technology</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• CA Licensed Pharmacy Technician</li> <li>• CPhT through Pharmacy Technician Certification Board (PTCP)</li> </ul>	Board of Pharmacy <a href="http://pharmacy.ca.gov">pharmacy.ca.gov</a>
	Instructor: PHR25, 100, 120, 203, 303			Pharmacy Technician Certification Board <a href="http://ptcb.org">ptcb.org</a>
<b>Phlebotomy</b>	Program Director	Associate	<ul style="list-style-type: none"> <li>• Must hold one of the following CA licenses:                             <ul style="list-style-type: none"> <li>○ MD or DO</li> <li>○ PA</li> <li>○ RN</li> <li>○ License under Chapter 3 of the CA Business and Professions Code</li> </ul> </li> </ul>	Medical Board of CA <a href="http://mbc.ca.gov">mbc.ca.gov</a> National Commission on Certification of Physician Assistants <a href="http://nccpa.net">nccpa.net</a> Board of Registered Nursing <a href="http://rn.ca.gov/regulations/title16">rn.ca.gov/regulations/title16</a> CA BPC Chap. 3 <a href="http://leginfo.legislature.ca.gov">leginfo.legislature.ca.gov</a>
	Instructor	Associate	<ul style="list-style-type: none"> <li>• Must hold one of the following CA licenses:                             <ul style="list-style-type: none"> <li>○ MD or DO</li> <li>○ PA</li> <li>○ RN</li> <li>○ License under Chapter 3 of the CA Business and Professions Code</li> <li>○ RCP with 2 years' experience in the previous 5 years</li> <li>○ CPT I or CPT II with 3 years' experience in the previous 5 years (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA – <i>see CAMA p. 7 for verification sites</i>)</li> </ul> </li> </ul>	Medical Board of CA <a href="http://mbc.ca.gov">mbc.ca.gov</a> National Commission on Certification of Physician Assistants <a href="http://nccpa.net">nccpa.net</a> Board of Registered Nursing <a href="http://rn.ca.gov/regulations/title16">rn.ca.gov/regulations/title16</a> CA BPC Chap. 3 Article 4 <a href="http://leginfo.legislature.ca.gov/">leginfo.legislature.ca.gov/</a> Respiratory Care Board of CA <a href="http://rcb.ca.gov">rcb.ca.gov</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Registered Nursing</b>	Instructor	Master's	<ul style="list-style-type: none"> <li>Current RN license</li> <li>BRN approved course which includes practice in teaching Nursing</li> <li>Background investigation and drug screening</li> </ul>	Board of Registered Nursing <a href="http://rn.ca.gov">rn.ca.gov</a>
	Assistant Nursing Instructor	Bachelor's		
	Clinical Teaching Assistant	Associate; Bachelor's preferred		
	Program Director	Master's in Nursing, Education, or Administration		
	Assistant Program Director	Master's		
<b>Surgical Technology</b>	Instructor Clinical Instructor	Associate	<ul style="list-style-type: none"> <li>Current National Surgical Technology Certification (issued by an NCCA approved agency)</li> <li>CPR certified (AHA <i>preferred</i>)</li> <li>Background investigation and drug screening</li> </ul>	National Board of Surgical Technology <a href="http://nbtsa.org">nbtsa.org</a>
	Program Director			
	Clinical Coordinator			

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Respiratory Therapy</b>	Instructor and/or Clinical Instructor	Associate; Bachelor's preferred	<ul style="list-style-type: none"> <li>• RRT credential (issued by NBRC)</li> <li>• Licensed or eligible for licensure in California</li> <li>• AHA BLS Provider Certified <b>required</b></li> <li>• BLS Instructor Certified <i>preferred</i> <ul style="list-style-type: none"> <li>○ The <i>Instructor</i> card is the equivalent of the BLS CPR <i>and</i> First Aid cards and can be presented singly for compliance with BLS Provider</li> </ul> </li> </ul>	<p>National Board for Respiratory Care <a href="http://nbrc.org">nbrc.org</a></p> <p>Respiratory Care Board of CA <a href="http://rcb.ca.gov">rcb.ca.gov</a></p>
	Program Director	Bachelor's; Master's preferred		
	Medical Director	Doctor of Medicine	Board eligible/board certified licensed physician	Medical Board of CA <a href="http://mbc.ca.gov">mbc.ca.gov</a>
	Director of Clinical Education (Clinical Coordinator)	Bachelor's; Master's preferred	<ul style="list-style-type: none"> <li>• RRT credential (issued by NBRC)</li> <li>• Licensed or eligible for licensure in California</li> <li>• Background investigation and drug screening</li> <li>• AHA BLS Provider Certified <b>required</b></li> <li>• BLS Instructor Certified <i>preferred</i> <ul style="list-style-type: none"> <li>○ The <i>Instructor</i> card is the equivalent of the BLS CPR <i>and</i> First Aid cards and can be presented singly for compliance with BLS Provider</li> </ul> </li> </ul>	<p>National Board for Respiratory Care <a href="http://nbrc.org">nbrc.org</a></p> <p>Respiratory Care Board of CA <a href="http://rcb.ca.gov">rcb.ca.gov</a></p>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>BSRT</b>	Instructor Respiratory Therapy Program Core: RCP400, RCP460, RCP470, RCP480	Master's (Arts or Science)	<p><b><u>Credential</u></b> Must hold active Registered Respiratory Therapist (RRT)</p> <p><b><u>Licensure:</u></b> Must hold current/unencumbered state Respiratory Care Practitioner (RCP)</p> <p><b><u>Background:</u></b></p> <ol style="list-style-type: none"> <li>1. Criminal search (last 7 years in all states)</li> <li>2. Education verification</li> </ol>	6 years professional experience; 2 years instructional experience
	Faculty Respiratory Therapy Program Core: RCP410, RCP420, RCP430, RCP440, RCP450	Master's (Arts or Science)	Instructional faculty need not be respiratory therapists and can include professionals with advanced degrees or with experience and training in appropriate field of discipline (MBA, physicians, pharmacists or nurses)	6 years professional experience; 2 years instructional experience
	Faculty Upper-Division General Ed: ENG321, HUM325, HIST301, PSY302, STAT301	Master's (Arts or Science) in subject or related field with a minimum of 12 units completed in the subject matter	<p><b><u>Background:</u></b></p> <ol style="list-style-type: none"> <li>1. Education verification</li> </ol>	1-2 years instructional experience

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

Health Studies Division				
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Veterinary Technology</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• Licensed RVT</li> </ul>	Veterinary Medical Board License Verification <a href="http://ymb.ca.gov">ymb.ca.gov</a>
	Program Director			
<b>Vocational Nursing</b>	Instructor Clinical Coordinator	LVN with Associate or Bachelor's or Licensed RN with Associate or Bachelor's	<ul style="list-style-type: none"> <li>• Current CA RN or LVN license</li> </ul>	Board of Vocational Nursing & Psychiatric Technicians License Verification <a href="http://bvnpt.ca.gov">bvnpt.ca.gov</a>
	Program Director Assistant Program Director	Bachelor of Science: Nursing	<ul style="list-style-type: none"> <li>• Current CA RN or LVN license</li> <li>• Background investigation and drug screening</li> </ul>	

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Technical Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Aviation Maintenance Technology</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• FAA Airframe and Power Plant Certification</li> </ul>	<a href="http://faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/">faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/</a>
<b>Computer Systems Administration</b>	Instructor	Associate	<p><b><u>Required:</u></b></p> <ol style="list-style-type: none"> <li>1. A+ Certification</li> <li>2. Network+ Certification</li> <li>3. Security+ Certification</li> </ol> <p><b><u>(one of the following is required for Security+; possession of all 3 is preferred)</u></b></p> <ul style="list-style-type: none"> <li>○ Microsoft Certified Tech Specialist (MCTS)</li> <li>○ Microsoft Certified IT Professional (MCITP)</li> <li>○ Cisco Certified Network Associate (CCNA)</li> </ul>	<p>For A+, Net+, and Security+:  <a href="http://www.certmetrics.com/comptia/login.aspx">www.certmetrics.com/comptia/login.aspx</a></p> <p>For MS Certification Status (requires transcript ID and access code from the candidate):  <a href="https://mcp.microsoft.com/Anonymous/Transcript/Validate">https://mcp.microsoft.com/Anonymous/Transcript/Validate</a></p>
<b>Electrical Technology</b>	Instructor	Associate; Bachelor's preferred	<ul style="list-style-type: none"> <li>• Experience with industrial AC/DC control circuits and/or electrical technology</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate or license required to teach specific course content</li> <li>• Completion of OSHA 500 and 510 courses is <b>required</b> to teach ELEC100/OSHA30</li> </ul>
<b>Industrial Maintenance Technology</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• Experience with industrial electrical and motor control, PLC, hydraulics, and/or bearings, and industrial maintenance</li> <li>• Education to include vocational courses specific to IT</li> <li>• Electrical or PLC vocation certification preferred</li> </ul>	
<b>Heating, Ventilation, Air Conditioning, and Refrigeration</b>	Instructor	Associate	<ul style="list-style-type: none"> <li>• EPA universally certified (Section 608)</li> </ul>	

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Technical Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Required Certification(s)</u>	<u>Equivalent Certification</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Information Technology</b>	Instructor: COMP101	Associate; Bachelor's preferred	NA	NA	NA
	Instructor: COMP102 COMP103 COMP105		CompTIA A+	CompTIA Server+	<a href="http://certification.comptia.org/">http://certification.comptia.org/</a>
	Instructor: COMP124 COMP121 COMP122 COMP123 COMP224		CompTIA Network+	4. MCSA: Microsoft Certified Solutions Associate 5. MCSE: Microsoft Certified Solutions Expert <i>or</i> MTA: Microsoft Technology Associate in Windows Server Administration Fundamentals 6. CCIE: Cisco Certified Internetwork Expert – Wireless or CCNP <i>or</i> CCNP: Cisco Certified Network Professional – Wireless 7. CCNA: Cisco Certified Network Associate – Wireless. Any CWNP (Certified Wireless Network Professional) certifications: CWTS, CWNA, CSWP, CWDP, CWAP, CWNE, or CWNT	<a href="https://www.microsoft.com/learning/en-us/mcsa-certification.aspx">https://www.microsoft.com/learning/en-us/mcsa-certification.aspx</a>  <a href="https://www.microsoft.com/learning/en-us/mta-certification.aspx">https://www.microsoft.com/learning/en-us/mta-certification.aspx</a>  <a href="https://www.microsoft.com/en-us/learning/mcse-certification.aspx">https://www.microsoft.com/en-us/learning/mcse-certification.aspx</a>  <a href="https://www.cwnp.com/certifications/">https://www.cwnp.com/certifications/</a>  <a href="http://www.cisco.com/web/learning/training-index.html">http://www.cisco.com/web/learning/training-index.html</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Technical Studies Division

Technical Studies Division					
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Required Certification(s)</u>	<u>Equivalent Certification</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Information Technology</b>	Instructor: COMP152 COMP153 COMP154 COMP156 COMP254	Associate; Bachelor's Preferred	CompTIA Security+	<ul style="list-style-type: none"> <li>CEH: Certified Ethical Hacker</li> <li>CISM: Certified Information Security Manager</li> <li>CISSP: Certified Information Systems Security Professional</li> <li>CASP: CompTIA Advanced Security Practitioner</li> <li>SSCP: Systems Security Certified Practitioner</li> <li>CISSP: Certified Information Systems Security Professional</li> </ul>	<p><a href="https://certification.comptia.org/">https://certification.comptia.org/</a></p> <p><a href="http://www.isaca.org/CERTIFICATION/Pages/default.aspx">http://www.isaca.org/CERTIFICATION/Pages/default.aspx</a></p> <p><a href="https://www.isc2.org/cissp/default.aspx">https://www.isc2.org/cissp/default.aspx</a></p> <p><a href="https://www.eccouncil.org/programs/certified-ethical-hacker-ceh/">https://www.eccouncil.org/programs/certified-ethical-hacker-ceh/</a></p>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)



# San Joaquin Valley College

	Instructor: COMP134 COMP234		Microsoft Technology Associate – Database Fundamentals – Exam 98-364	<ul style="list-style-type: none"> <li>• MCSA: Microsoft Certified Solutions Associate – SQL Server</li> <li>• Oracle Database 11g Administrator</li> </ul>	<a href="https://www.microsoft.com/en-us/learning/exam-98-364.aspx">https://www.microsoft.com/en-us/learning/exam-98-364.aspx</a>  <a href="https://www.microsoft.com/en-us/learning/mcsa-sql-certification.aspx">https://www.microsoft.com/en-us/learning/mcsa-sql-certification.aspx</a>  <a href="http://education.oracle.com/pls/web_prod-plq-dad/ou_product_category.getPage?p_cat_id=163#tabs-3">http://education.oracle.com/pls/web_prod-plq-dad/ou_product_category.getPage?p_cat_id=163#tabs-3</a>
--	-----------------------------------	--	--	---	---

## Technical Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement</u> <sup>1</sup>	<u>Required Certification(s)</u>	<u>Equivalent Certification</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Information Technology</b>	Instructor: COMP143 COMP244	Associate; Bachelor's preferred	Adobe Certified Associate: Web Authoring Using Adobe Dreamweaver	ACE: Adobe Certified Expert	<a href="http://www.adobe.com/education/certification-programs.html">http://www.adobe.com/education/certification-programs.html</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

	Instructor: COMP131 COMP132 COMP133 COMP141 COMP142 COMP144		NA: Relevant Professional Experience	NA: Relevant Professional Experience	NA: Relevant Professional Experience
--	---	--	---	---	--------------------------------------

## General Education Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
<b>Chemistry</b>	Instructor	Bachelor's in Chemistry, Biochemistry, Physics, Molecular Biology, or related major  <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

<b>English</b>	Instructor	Bachelor's 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 <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>History</b>	Instructor	Bachelor's in History, Social Science, Humanities, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Math</b>	Instructor	Bachelor's 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 <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Natural Science</b>	Instructor	Bachelor's in Environmental Studies, Chemistry, Physics, Biology, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Philosophy</b>	Instructor	Bachelor's in Philosophy, Humanities, Sociology, Social Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> 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

NOTE: 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

## General Education Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
----------------------------	-----------------	---	---

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

<b>Physics</b>	Instructor	Bachelor's in Physics, Engineering, Mathematics, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Psychology</b>	Instructor	Bachelor's in Psychology, Counseling, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Sociology</b>	Instructor	Bachelor's in Sociology, Anthropology, Political Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Health</b>	Instructor	Bachelor's in Health Sciences, Biology, Nutrition, Nursing, 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 <b>Required:</b> Official College Transcript  (online teaching experience for Online Instructors)
<b>Speech</b>	Instructor	Bachelor's in Speech, Communications, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> 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

**NOTE:** 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

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

*San Joaquin Valley College*

# Staff Qualifications

Campus Positions



**Created: November 2011**  
**Revision: October 2017**

# *San Joaquin Valley College*

## **Statement of Purpose**

Minimum staff qualifications at *San Joaquin Valley College* establish standards which will assure that staff members are qualified by academic background and experience to carry out their institutional and department responsibilities and their potential to contribute to the mission and goals of the college. They also provide a clear understanding for consistency and compliance in application of standards regarding the College's missions and goals, as well as accrediting bodies' regulations.

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Teaching &amp; Learning / Academic Affairs 93</b>	Academic Dean	BA/BS; MA/MS preferred	5 years administrative experience	<u>Background:</u> 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Admin Asst to Deans	AA preferred	2 years related experience	
	Allied Health Coordinator	HS Diploma or GED	1 year related experience	
	Dean of Student Services	BA/BS in Counseling, or related major	3 years of Student Counseling or related experience	<u>Background:</u> 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Division Manager	AA/AS	3 years Teaching experience	

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
	Technology Coach	AA/AS	1 year teaching experience	<u>Other</u> : Strong technical applications experience and interest to support teaching and learning.
	Interpreter	HS Diploma or GED	5 years in professional Interpreting	<u>Required Certs</u> : National Association of the Deaf (NAD), or Registry of Interpreters for Deaf (RID); Educational Interpreter Performance Assessment certification preferred.
<b>Tutorial 79</b>	Student Center Coordinator	BA/BS in related area preferred		

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.



## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Administration 80</b>	Academic Assistant	HS diploma or GED	2 years General Office Experience	
	Admin Asst to Campus Director	AA/AS or BA/BS preferred	5 years Related experience	<u>Background:</u> 1) DMV, Driving Licenses
	Campus President I	BA/BS; MA/MS preferred	5+ years in career education; 2+ years in business operations, preferably with P&L responsibility	<u>Background:</u> 1) Criminal Search, 2) DMV, Driving License, 3) Education Verification
	Campus President II	BA/BS; MA/MS preferred	7+ years in career education; 3+ years in business operations, preferably with P&L responsibility	<u>Background:</u> 1) Criminal Search, 2) DMV, Driving License, 3) Education Verification
	CPR and First Aid Coordinator	HS diploma or GED	1 year Related experience	
	Receptionist	HS diploma or GED	2 years Related experience	

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Administration 80</b>	Registrar	BA/BS	5 years Student Records experience	
	Registrar Assistant	AA/AS	Data Entry experience	
	Student Advisor	AA/AS	1 year Related experience	
	Student Resources Coordinator	AA/AS	1 year Related experience	

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements	
<b>Admissions 82</b>	Admissions Advisor	AA/AS	Related experience	<u>Background:</u> 1) Education Verification	
	Admissions Advisor Team Lead	AA/AS preferred	2 years Successful Sales or Related experience		
	Enrollment Services Director	BA/BS	5 years Sales and Service	<u>Other:</u> Experience in a private-postsecondary institution preferred. <u>Background:</u> 1) Criminal Search, 2) Education Verification	
	Online Admissions Representative	HS Diploma or GED	2 years Related experience	<u>Background:</u> 1) Education Verification	
	Online Admissions Advisor	AA/AS	Related experience	<u>Background:</u> 1) Education Verification	
Admissions Advisor – High School	AA/AS			Related experience	<u>Background:</u> 1) Criminal Search, 2) DMV, Licenses, 3) Education Verification
High School Presenter					
High School Representative					

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Facilities 86</b>	Custodian	HS Diploma or GED	1 year Related experience	
	Purchasing and Facilities Technician	AA/AS	5 years Related experience	<u>Background:</u> 1) DMV, Licenses, 2) Education Verification
	Safety	HS Diploma or GED		

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Financial Aid 92</b>	Financial Aid Clerk	HS Diploma or GED	2 years General Office experience	Background: 1) Criminal Search
	Financial Aid Manager	AA/AS	5 years Related experience	
	Financial Aid Officer	AA/AS	3 years Financial Aid experience	
	Financial Aid Tuition Planner	HS Diploma or GED	2 years General Office experience	
<b>Graduate Services 85</b>	Career Services Manager	BA/BS	5 years Related experience	Other: Experience in a private postsecondary institution preferred. Background: 1) DMV, Licenses, 2) Degree Verification
	Career Services Advisor	AA/AS or ----- -----→	3 years Job Development or Placement experience	Background: 1) DMV, Licenses, 2) Education Verification

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

San Joaquin Valley College

# Staff Qualifications

Corporate Positions



**Created: November 2011**  
**Revision: October 2017**

# *San Joaquin Valley College*

## **Statement of Purpose**

Minimum staff qualifications at *San Joaquin Valley College* establish standards which will assure that staff are qualified by academic background and experience to carry out their institutional and department responsibilities and their potential to contribute to the mission and goals of the college. They also provide a clear understanding for consistency and compliance in application of standards regarding the College's missions and goals, as well as accrediting bodies regulations.

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>80 Administration</b>	Chief Administrative Officer	MA/MS	5 years related experience	
	Chief Operations Officer	MA/MS	5 years related experience	
	Director of Call Center Operations	MA/MS	5 years in call center sales mgmt., w/ project mgmt. experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director eLearning Operations	BA/BS MA/MS preferred	5 years in sales and operations and project mgmt.	
	Director of Growth and Development	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Executive Assistant	BA/BS	5 years related experience	
	General Clerk			
	President/CEO	MA/MS	5 years related experience	
	Vice President of Administration	BA/BS	5 years related experience	
<b>82 Admissions</b>	Director of Admissions	BA/BS	5 years in sales management	<u>Background:</u> 1) DMV/Driving Licenses

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.



## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>84 Marketing</b>	Admin Asst	HS Diploma or GED	2 years related experience	
	Affiliate Marketing Specialist	BA/BS	2 years related experience	
	Creative Director	AA/AS preferred	5 years related experience	
	Digital Marketing Specialist	BA/BS	2 years related experience	
	Graphic Designer	BA/BS	2 years in graphic design	
	Search Marketing Specialist	BA/BS	2 years related experience	
<b>85 Employment Services</b>	Director of Graduate Services	BA/BS	5 years in delivering student services	<u>Background:</u> 1) DMV/Driving Licenses
<b>86 Facilities</b>	Building and Maintenance Manager	AA/AS preferred	4 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Construction Utility Worker	GED or High School Diploma	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Purchasing	BA/BS	4 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Real Estate Development	BA/BS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>86 Facilities</b>	Purchasing and Facilities Technician	AA/AS preferred	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Wiring and Maintenance Technician	AA/AS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
<b>87 Information Services</b>	Academics Applications Administrator	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Database Administrator	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Information Management	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Network Operations	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Help Desk Specialist	AA/AS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	LMS Administrator	AA/AS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Network Administrator	AA/AS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Regional Campus Network Administrator	AA/AS	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>87 Information Services</b>	Senior Database Administrator	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Senior Developer & Systems Engineer	BA/BS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
<b>89 Legal and Regulatory Affairs</b>	Vice President of Legal and Regulatory Affairs	JD	5 years related experience	
<b>92 Financial Aid</b>	Corporate VA Certifying Official	AA/AS	3 years in verifying veterans benefits	<u>Background:</u> 1) Criminal Search
	Financial Aid Specialist II	AA/AS	3 years in financial aid	<u>Background:</u> 1) Criminal Search
	Financial Aid Technician	AA/AS preferred	4 years in Federal financial aid programs	<u>Background:</u> 1) Criminal Search
	Financial Aid Technician II	AA/AS preferred	4 years in Federal financial aid programs	<u>Background:</u> 1) Criminal Search
	Manager of Corporate FA Processing	BA/BS	5 years in administering Title IV student financial aid	<u>Background:</u> 1) Criminal Search

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>92 Financial Aid</b>	Regional Financial Aid Specialist	AA/AS preferred	3 years in financial aid	<u>Background:</u> 1) Criminal Search
	Vice President of Student Financial Services	BA/BS	5 years related experience	<u>Background:</u> 1) Criminal Search
<b>93 Teaching &amp; Learning / Academic Affairs</b>	Curriculum Specialist	BA/BS	3 years in academic environment with emphasis on teaching and curriculum support / development	
	Director of Curriculum and Assessment	MA/MS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Instruction	MA/MS	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Research and Development	BA/BS MA/MS preferred	5 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Student Services	MA/MS	3 years in teaching and or student services	<u>Background:</u> 1) DMV/Driving Licenses

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>93 Teaching &amp; Learning / Academic Affairs</b>	STC/BSIS Coordinator	BA/BS	5 years related experience	
	Vice President of Academic Affairs	MA/MS	5 years related experience	
<b>94 Accreditation</b>	Director of Institutional Relations	BA/BS	5 years in executive, senior administrative experience	<u>Background:</u> 1) DMV/Driving Licenses
	Director of Program Compliance	BA/BS	5 years in teaching or administering standards-based curriculum model	<u>Background:</u> 1) DMV/Driving Licenses
<b>95 Human Resources</b>	Benefits and HR Manager	AA/AS preferred	5 years related experience	
	Director of Human Resources	BA/BS preferred	2 years related experience	<u>Background:</u> 1) DMV/Driving Licenses
	Human Resources Assistant	AA/AS preferred	5 years related experience	

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>96 Accounting</b>	Assistant Controller	BA/BS	2 years related experience	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	Chief Financial Officer	MA/MS	5 years related experience	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	Controller	BA/BS	2 years related experience	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	Financial Analyst	BA/BS	2 years in accounting	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	GL Bookkeeper	AA/AS	2 years in accounting	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	General Clerk	HS Diploma or GED	2 years in data entry and clerical support	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification
	Student Accounts Bookkeeper	HS Diploma or GED	1 year in accounts receivable	Background: 1) Criminal Search, 2) DMV/Driving License, 3) Education Verification

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

# *San Joaquin Valley College*

\* Degree must be from an accredited college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status). 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 use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report." The cost of the report is at the applicant's expense.

\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.