



COAST COMMUNITY COLLEGE DISTRICT
invites applications for the position of

TEACHING INTERN
TEACHING INTERNSHIP with EXPERIENCED SUPPORT (TIES) PROGRAM

STIPEND: \$500.00

OPENING DATE: September 26, 2018

CLOSING DATE: October 24, 2018

DURATION: Spring 2019 semester (January 28, 2019 - May 25, 2019)

DEFINITION:

A teaching intern in the TIES Program will collaborate with a full-time, discipline-specific Coast Community College District faculty member who will serve as a formal mentor. Through the mentor/intern relationship, teaching interns will gain first-hand observational and guided instructional experience; insight into course and lesson planning, student engagement techniques, and best practices for classroom management; and opportunities to shape and connect with the community college culture. The following performance responsibilities further describe the position:

PERFORMANCE RESPONSIBILITIES:

1. Participate in a brief, pre-semester orientation and a final celebration and debriefing of program accomplishments near the end of the semester.
2. Attend, regularly, one of the mentor's course sections throughout the duration of the semester. As mentors and interns agree, there may be flexibility for interns to attend multiple sections.
3. Communicate respectfully and effectively with the mentor; regularly share needs, expectations, and ideas.

4. Meet with the mentor for a minimum of 30 minutes per week using a mode or modes agreed upon by both parties: in person, on the phone, by email, over Skype, etc.
5. Collaborate with mentors to prepare course and/or lesson plans.
6. Prepare with and receive the approval of the mentor to teach a minimum of two 20-minute lessons for students. Debrief about the lessons with the mentor.
7. Interact with students as guided by mentors; this may include conferencing with students in class or in office hours, leading small- and large-group discussion, and/or facilitating study or review sessions.
8. Collaborate with mentors to develop and/or strategize about student assessment techniques, including grading methods.
9. Observe and develop strategies for engaging students and for managing the classroom.
10. Understand the role of campus and/or department-wide committee service by attending at least one college-, division-, or department-wide meeting.
11. Strategize with mentors to promote an inclusive environment in the classroom in which all participants' ideas, cultures, and identities are valued and respected.
12. Participate in discussions about cultural humility and equity in relation to community college students, faculty, staff, and administrators.
13. Identify the roles that various campus offices and individuals play in student and employee success.
14. Heighten a sense of belonging to the community college faculty culture through regular and open dialogue with mentors about these subjects: prioritizing professional responsibilities, avoiding burn out, managing time and work/life commitments, and locating opportunities for professional growth.
15. Engage in opportunities for career development by attending a District "Hire Me" workshop, reviewing application and interview strategies with mentors, and connecting with students and professionals in higher education.
16. Design and perform additional duties in consultation with the mentor and/or Program Director.

PROGRAM ELIGIBILITY:

Applicants must meet 1a, 1b, 1c, or 1d and 2 to be considered:

Applicants are eligible to participate in the program only if they have never taught a community college course. Additionally, applicants may not participate in the program and concurrently teach a community college course.

1. Academic/Professional Experience: Applicants must meet one of the following qualifications under (a) through (d):
 - a. Individuals currently enrolled in a Master's or Doctoral program, who have completed at least one year of full-time academic coursework at the graduate level.
 - b. Master's or doctoral degree holders who have not had paid higher education teaching experience.

- c. For vocational/technical areas only: Bachelor's degree holders with a minimum of two years of full-time occupational experience in a vocational/technical area and no paid higher education teaching experience.
 - d. For vocational/technical areas only: Associate's degree holders with a minimum of six years of full-time occupational experience in a vocational/technical area and no paid higher education teaching experience.
2. Applicants must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

OPEN RECRUITMENT PROCESS:

Applications, along with all required materials, must be received no later than the posted closing date. Any applications submitted after the deadline will not be considered.

A select number of candidates will be invited for an interview. Selection for interviews will be based on (1) connections to disciplines of special interest, (2) academic preparation and/or occupational experience, (3) responses to the supplemental questions, and (4) demonstrated sensitivity to and understanding of diverse academic, socio-economic, lifestyle, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds in community college environments.

Applicants will be notified of their status by early December.

PAYMENT PROCESS:

Teaching Interns in the TIES Program will be paid a \$500 stipend on the last business day of May 2019. Failure to complete the assigned performance responsibilities may result in nonpayment.

APPLICATION REQUIREMENTS:

To be considered for employment, applicants must submit a complete application packet, which includes all of the following materials:

- 1. A completed District online application (including embedded supplemental questions)**
- 2. A professional résumé or CV**
- 3. Unofficial copies of college transcripts from the highest level completed and those from a program in which the applicant is currently enrolled (if applicable)**

Please apply online at http://www.cccd.edu/employment/open_positions/Pages/default.aspx.