



Victor Valley College

PART-TIME FACULTY, COURT REPORTING

SALARY	\$76.00 - \$84.00 Hourly	LOCATION	CA 92395, CA
JOB TYPE	Part-time	JOB NUMBER	PTFCR
DIVISION	Instruction - School of Public Safety & Industrial Tech	OPENING DATE	05/25/2023
CLOSING DATE	Continuous		

Basic Functions

This is a continuous recruitment for an applicant pool to fill substitute, temporary, or hourly assignments on an as needed basis.

We accept applications on a continual basis.

Departments or Divisions will refer to the pool of applications on file, as needed, to fill temporary assignments.

Applicants will remain in the pool for at least 12 months.

Representative Duties

MINIMUM QUALIFICATIONS:

Any bachelor's degree and two (2) years of professional experience, **OR** any associate degree and six (6) years of professional experience **OR** the equivalent. Please include transcripts with your application. See below for information regarding equivalence.

- Professional experience must be as a real time court reporter and include judicial proceedings and emerging technologies.
- Court Reporting Faculty must hold current certification as a Certified Shorthand Reporter (CSR) from the Court Reporters Board of California. Please include evidence of current certification with your application.

We will be using the guidelines set by the Academic Affairs Division of the Chancellor's Office, California Community Colleges. The Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook can be viewed at: [Minimum Qualifications | California Community Colleges Chancellor's Office \(cccco.edu\)](https://www.cccco.edu/minimum-qualifications)

If you feel you have equivalent qualifications, please review the supplemental information for equivalent qualifications.

See website regarding the Faculty Equivalency Qualifications process: [Faculty Equivalency Qualifications](#)

Submit your request for equivalency **ONLY IF** your education and/or experience are different, but equivalent, to the minimum qualifications stated in the job announcement. If you have additional questions, please contact Human Resources directly at (760) 245-4271 Ext. 2500.

In addition, some specialized courses may require specific certificates (must meet minimum content requirements specified by outside/other agencies based on accreditation).

Knowledge and Abilities

APPLICATION PROCEDURES:

This is a continuous recruitment for an applicant pool to fill part-time faculty (up to 67%) or temporary substitute assignments on an as needed basis.

We accept part-time faculty applications on a continual basis.

Departments or Divisions will refer to the pool of applications on file, as needed, to fill temporary assignments.

The number of part-time faculty hired varies from semester to semester, depending upon the needs of the department. Your application will be maintained in this part-time faculty pool for 12 months.

You may check your status at any time by logging into Victor Valley College Online Application Site at <https://www.schooljobs.com/careers/vvc> with your username and password.

It is the applicant's responsibility to ensure that all requested materials are received. All materials included in the application packet become District property, will not be returned, and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College Application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she/they is applying.

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make your application as easy to review as possible.

Applicants wishing to apply for more than one position must apply for each position separately.

VISA

Victor Valley Community College does not sponsor Visas such as H1B Visas.

A complete file consists of the following:

1. A complete electronic Victor Valley College application. **(Contact Information, Education, Work Experience, References and Supplemental Questions.)**
2. Copies of transcripts showing college degrees and course-work. **NOTE:** Degrees must be from an accredited institution.

*Applicants with foreign transcripts must have transcripts evaluated for U.S. equivalency by one of the following agencies. This evaluation must be completed and submitted prior to your application being included into the application pool. A copy of the evaluation must be attached to each application package. Please note there is a fee for the evaluation service. Individuals who contact any of the organizations assume all responsibilities for the evaluation service:

Academic & Professional International Evaluations, Inc. (APIE)

Website: <http://www.apie.org>

Academic Credentials Evaluation Institute, Inc. (ACEI)

Website: <https://acei-global.org/>

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

Website: <http://acrevs.com/>

American Education Research Corporation (AERC)

Website: <https://www.aerc-eval.com/>

Educational Credential Evaluators, Inc. (ECE)

Website: <https://www.ece.org/>

Educational Records Evaluation Service (ERES)

Website: <https://www.eres.com/>

Foreign Credential Services of America (FCSA)

Website: <https://foreigncredentials.org/>

Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)

Website: <https://foreigncredentials.org/>

Institute of Foreign Credential Services

Website: <https://ifcsevals.com/>

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)

Website: <https://ierf.org/>

Scholaro Inc.

Website: <https://www.scholaro.com/>

The Evaluation Company (formerly SpanTran)

Website: <https://spanside.my.salesforce-sites.com/SpantranApplication?Id=e05652d9-46c0-4242-8242-b21bee7fb4cb>

World Education Services (WES)

Website: <https://www.wes.org/>

Victor Valley College is an Equal Opportunity Employer. Victor Valley College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.

Employer

Victor Valley College

Address

18422 Bear Valley Road

Victorville, California, 92395

Phone

(760) 245-4271 ext.2500

Website

<http://www.vvc.edu>

PART-TIME FACULTY, COURT REPORTING Supplemental Questionnaire

***QUESTION 1**

Do you have a bachelor's degree and two (2) years of professional experience, OR any associate degree and six (6) years of professional experience OR the equivalent. Please include transcripts with your application. See below for information regarding equivalence.

Yes

No

***QUESTION 2**

Do you have a Certified Shorthand Reporter (CSR) from the Court Reporters Board of California? include evidence of current certification with your application.

Yes

No

***QUESTION 3**

If you are selected for this position, how will you show students that you care about them?

* Required Question