The College of Marin’s mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

DUTIES

Duties include the following:

• Providing classroom, skills laboratory, and/or clinical instruction. Teaching may be days, evenings or weekends.
• Advising, assisting and evaluating students.
• Participating in program activities including curriculum and program planning, development, evaluation and decision-making.
• Contributing to the development of the phlebotomy programs policies and procedures.
• Developing clinical rotations for laboratory/hospital placements.
• Meeting with staff in laboratory/community agencies for orientation and coordination of instruction.
• Evaluating students’ laboratory competencies following the program’s regulations and procedures.
• Assist the Medical Assisting/Phlebotomy Coordinator to ensure all records are developed and maintained as required by the NAACLS and the State of California, California Code of Regulations for Phlebotomy certification training dated January 8, 2003.

POSITION REQUIREMENTS

1. A licensed physician or surgeon; OR
2. A licensed physician assistant; OR
3. Registered nurse; OR
4. Person licensed under Chapter 3, Division 2, of California’s Business & Professions Code; OR
5. Respiratory care practitioner with a minimum of 2 years experience in the previous 5 years; OR
6. A Certified phlebotomist with 3 years of experience in the previous 5 years and employed as a phlebotomy instructor OR
7. A Phlebotomist with three 3 years of experience in the previous 5 years and employed as a phlebotomy instructor, who shall meet certification requirements pursuant to the California Code of Regulations, Title 17 – Public Health, Section 1034 (a)(4) on or before December 31, 2003; AND
8. Persons specified in 1-5 shall pass a written examination in phlebotomy, administered by a certifying organization approved by the department pursuant to the California Code of Regulations, Title 17 – Public Health, Section 1031.7, AND
9. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds, learning styles and disabilities of community college students and staff.

DESIRABLE ATTRIBUTES AND SKILLS

Beyond the Minimum Qualifications, the following teaching competencies are desirable:

• Competencies related to curriculum and program development, knowledge of teaching & learning theory, information resources & evaluating student competencies.
• Competencies related to professional practice – knowledgeable about content area.
• Facilitating relationships with staff & laboratory managers in laboratory settings to benefit students.
• Competencies related to relationships with students and colleagues – ability to advise & develop collaborative relationships with a diverse student population, and skill in working as a team member on a teaching team that is learner centered.
• Competencies related to service/governance –understanding institutional structure, policies & procedures.
• Assuming the responsibilities of a faculty member, serving on committees.
• Performing work necessary to departmental operation

REQUIRED APPLICATION DOCUMENTS

A complete application packet is required for consideration in this selection process. The completed application packet includes the following:

1. A completed Marin Community College District application form;
2. A resume that details all relevant experience, training and education as well as other recent work history; and
3. A cover letter that summarizes applicant background as it directly relates to this position.
4. Transcripts (copies are acceptable until an official offer of employment has been made).
5. A copy of your medical license(s) (see Position Requirements above).

Finalists will be asked to provide the names, titles and contact information of individuals who can verify applicable background and experience.

SALARY

Salaries for Part-time Temporary Pool members are based on the number of units taught and are paid at 95% of the Full-time Faculty Salary Schedule. New part-time instructors will be placed between Step I, Column 1 and Step 7, Column 5 of the salary schedule, depending on background and experience. Part-time instruction may not exceed 60% FTE or nine (9) units. Please see the Full-time Salary Schedule below for payment calculations.

PRIORITY SCREENING DATE – Open Until Filled

Recruitment will continue until this position is filled and may be subject to close without prior notice.

SELECTION PROCEDURE

Completed application packets must be received in the Office of Human Resources for screening. Those applicants who most closely meet the stated Requirements and Desirables may be asked to demonstrate their job-related skills and may be invited to a Committee interview. All applicants will be notified of the results of the selection process.

EQUIVALENCY

If you do not meet the required qualifications, but feel that you qualify under equivalency, please complete an Application for Equivalence, presenting the basis for this claim, and submit supporting evidence, e.g. transcripts and verification of years and responsibilities relative to teaching and/or occupational experience that can be evaluated by the Equivalency Committee.

**FULL-TIME FACULTY SALARY SCHEDULE**

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**Temporary part-time credit instructor payment formula**

Annual salary x # of units divided by 30 units x 95% = semester payment; divided by five (5) = monthly salary.