

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-360
		PROJECT MATCH
ISSUE DATE: July 28, 2009	SERVICE: <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-360 Dated September 9, 2008	CHANGES: Technical correction to job code for Project MATCH Coordinator	

I. POLICY

It is the policy of the District to promote quality instruction delivered by diverse instructors in the community college teaching environment.

II. DEFINITIONS

- **Project MATCH (Mentors Act to Change History)** is a multi-component internship program to prepare a diverse community college faculty that is sensitive to the needs of the students it serves. The eligible candidate will participate in an internship designed to develop the skills necessary for teaching community college students as a full time classroom instructor, counselor or librarian.
- **Project MATCH Coordinator** is responsible for the intern selection process, mentor recruitment, matching interns to mentors at the nine LACCCD community college locations, and planning and implementing activities of the interns.
- **Project MATCH Mentor** oversees the intern's work environment training experience, giving the intern an opportunity to learn and practice skills appropriate for working with community college students as a classroom instructor, counselor or librarian.
- **Project MATCH Summer Institute** is a series of 4-hour evening training seminar sessions, held between June and August, to prepare the intern for teaching community college students as a classroom instructor, counselor or librarian.
- The **Project MATCH Summer Institute Instructor** teaches the summer institute seminars, which are designed to instruct the intern on the pedagogy of teaching adults and orient the intern to community college teaching.

III. REQUIREMENTS

The Office of Diversity Programs manages and funds Project MATCH in cooperation with the District Academic Senate and is responsible for expanding the program, outreach to potential applicants, developing and reviewing policy and protocols, and monitoring, tracking and evaluating outcomes.

The program assumes that applicants have already attained a level of expertise in the subject area to which they will be assigned as interns. This program is not affiliated with professional graduate school programs for teacher training. The project intern's mentor, campus, and classroom, library or counseling assignment will be at the sole discretion of the District.

A. Project MATCH Internship

The Project MATCH Internship is a multi-component program comprised of the components below. All components of the program are mandatory. Failure to attend the Summer Institute, two follow-up workshops, special events and scheduled mandatory meetings, and teaching assignments at the college may result in exclusion from the program.

- The Summer Institute, held between June and August, is designed to orient the intern to community college teaching. Summer Institute classes are scheduled during evening hours.
- During the Fall semester, interns will be assigned by the Coordinator to work with a mentor who is a Los Angeles Community College District classroom instructor, counselor or librarian. If the mentor is a classroom instructor, the intern will be assigned to work with the mentor to teach a 3-unit class (3 hours per week). If the mentor is a counselor or librarian, the intern will be assigned to the equivalent non-classroom assignment. Weekday or evening opportunities may be available, and the assignment will take place at one of the nine colleges at the discretion of the District.
- Two follow-up workshops will be held on Saturdays during the months of October and December.
- The end of year culmination and award event will be held during the evening in December

1. Conditions

Each year eligible candidates will be invited for an interview to take place between February and April. To meet the criteria for selection, each candidate must satisfy the eligibility and expertise requirements including, at minimum:

Eligibility: To be eligible for a Project MATCH internship, the applicant must

- be authorized to work in the USA
- have expertise in the subject area (either academic or career-technical)
- have not had prior paid college professional teaching experience
- meet State Minimum Qualifications for Academic preparation or occupational expertise in a target discipline
- possess excellent oral and written communication skills

Expertise: The expertise requirements for academic and career-technical internships are set forth below. (See HR Guide R-100, Academic Minimum Qualifications for details.)

a. Academic Disciplines:

- hold an advanced degree from an accredited college or university

- meet California Community College minimum qualifications, and
- have no prior paid professional teaching or counseling experience at the college level

b. Career-Technical Disciplines:

- hold an associate degree combined with at least 6 years of full-time paid experience in the discipline; or,
- hold a bachelor's degree and 2 years of full-time paid experience in the discipline, and
- have no prior paid professional teaching experience at the college level.

2. Compensation

The internship opportunity provides an unclassified assignment stipend not to exceed \$800 for each intern. The stipend is conditional on attending all classes and follow-up meetings during the Fall semester and is paid in two installments during the Fall semester (October 31st and December 31st).

3. Application Process

Persons interested in being selected for Project MATCH Internship must provide the application materials listed below to the Office of Diversity, LACCD, by February 1st. Application materials will not be returned to the applicant.

- Completed [Project MATCH Application Disclosure Form](#)
- Letter of interest (Signed original; no photocopies)
- Current resume
- Sealed official (no photocopies) college/university transcript(s), including all higher education units attempted. Higher education includes all your work completed beyond high school
- One letter of recommendation written expressly for the Project MATCH application within the last 12 months (no photocopies, no form letters) from an individual (not a family member) who has provided academic instruction to the applicant or who has worked in a professional setting with the applicant

4. Project MATCH Intern Assignment Coding

- **Job Code:** U8125, Project MATCH Participant
- **Wage Type:** 1457

- **Personnel Sub Area:** Unclassified Other
- **Personnel Sub Area Prefix:** UO
- **SAP Code:** 40000408

B. Project MATCH Coordinator

The Project MATCH Coordinator is responsible for planning and implementing the activities of the interns matched with the mentors at the nine LACCD community college locations. The Coordinator will arrange the application review process and the interview and selection of interns, recruit mentors, develop the Summer Institute for interns, and coordinate and conduct follow-up program evaluations. The Coordinator assignment is an ongoing 12-month assignment, reviewed annually prior to confirmation of continuation.

The Project MATCH Coordinator will perform the following essential functions:

- Coordinate the application review, interview and selection processes for interns and mentors
- MATCH interns with mentors in cooperation with the District Academic Senate and the appropriate Vice President and department chairs at each location
- Coordinate the Summer Institute, follow-up sessions, seminars, programs and events for intern orientation, training and culmination in cooperation with the LACCD Office of Diversity Programs and the District Academic Senate
- Assist in coordinating fundamental program activities, including mentor and faculty intern stipends, lecturer assignments, personnel processing and other administrative duties
- Develop resource materials for interns and mentors such as the Project MATCH CD Handbook and Guidelines for Mentors
- Secure materials and resources for the program
- Coordinate and conduct a program evaluation process
- Prepare a report in cooperation with the Office of Diversity Programs to the Board of Trustees and the Chancellor
- Serve as principal liaison between mentors, interns, key college personnel, the Project MATCH Steering Committee, the Office of Diversity Programs and the District Academic Senate
- Perform other duties as assigned

1. Eligibility

To be eligible for a Project MATCH Coordinator assignment, the applicant must:

- Be a regular LACCD faculty member

- Possess a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and faculty

2. Compensation

The Project MATCH Coordinator's salary shall be determined based on the needs of the program. It is a Professional Expert E unclassified assignment.

3. Application Process

Interested parties should submit the application materials listed below to the Office of Diversity Programs, LACCD:

- A letter of interest
- A resume that highlights specific experience in working with individuals from diverse backgrounds, developing and coordinating programs and/or familiarity with specially-funded programs

4. Project MATCH Coordinator Assignment Coding

- **Job Code:** U8131, Project MATCH Coordinator
- **Wage Type:** 1457
- **Personnel Sub Area:** Unclassified Other
- **Personnel Sub Area Prefix:** UT
- **SAP Code:** 40000408

C. Project MATCH Mentor

A Project MATCH Mentor oversees the intern's work environment training experience, giving the intern an opportunity to learn and practice skills appropriate for working with community college students as a classroom instructor, counselor or librarian. Mentor responsibilities include:

- Providing the intern with hands-on experience covering all aspects of the mentor's position (faculty, counselor or librarian)
- Assisting the intern with the preparation of lesson plans and the development of classroom activities, or similar activity plans commensurate with non-classroom faculty positions
- Providing feedback
- Orienting the intern to the campus and inviting them to department/college meetings

- Motivating the intern to learn about their role within the community college environment
- Attending a mandatory orientation for mentors, usually conducted at the District Office during the month of June
- Completing mandatory forms to track the intern's progress and attendance

1. Eligibility:

To be eligible to serve as a Project MATCH Mentor, the applicant:

- May be either full-time or adjunct faculty, counselor or librarian assigned at a LACCD community college
- Possess a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and faculty

Day and evening mentor assignments may be available, based upon the best match to the intern's discipline, schedule and location. Each mentor will be assigned to work with only one intern per year.

2. Compensation

The assignment will pay an \$800 stipend, which is paid in two installments during the Fall semester (October 31st and December 31st).

3. Application Process

Interested parties should submit the Project MATCH Mentor application to the Project MATCH Coordinator, which is to forwarded regular faculty, librarians and counselors annually by the Office of Diversity.

4. Project MATCH Mentor Assignment Coding

- **Job Code:** U8132, Project MATCH Mentor
- **Wage Type:** 1457
- **Personnel Sub Area:** Unclassified Other
- **Personnel Sub Area Prefix:** UO
- **SAP Code:** 40000408

D. Project MATCH Summer Institute Instructor

The Project MATCH Summer Institute instructor is responsible for delivering the instruction that will focus on the pedagogy of teaching adults to prepare the intern for community college teaching. This is a short-term assignment that ends on the last day of the Summer Institute involving seven 4-hour training seminar sessions, held between June and August. Applicants must be able to teach evening classes and meet the contractual duties for this position based on the needs of the program, which will be determined by the Office of Diversity Programs and which includes approximately 28 hours of seminar instruction.

1. Eligibility:

To be eligible for a Project MATCH Instructor assignment, the applicant must:

- Possess a Masters in Education, or Curriculum and Instruction
- Have five years classroom experience, with two years of experience in preparing students to teach adults
- Possess a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and faculty

2. Compensation

The stipend shall be determined based on the needs of the program and will be paid in one installment at the conclusion of the assignment.

3. Application Process

Interested parties should submit to the office of Diversity Programs, LACCD:

- Letter of Interest
- Resume
- Official transcripts (no photocopies)
- List of at least three (3) references, including name, title, address and telephone number for each reference

4. Project MATCH Summer Institute Instructor Assignment Coding

- **Job Code:** U8134, Project MATCH Summer Institute Instructor
- **Wage Type:** 1457

- **Personnel Sub Area:** Unclassified Other
- **Personnel Sub Area Prefix:** UO
- **SAP Code:** 40000408

III. ADDITIONAL SOURCES

CALIFORNIA CODE OF REGULATIONS

[California Code of Regulations Title 5 Section 53402](#)

[Minimum Qualifications for Faculty and Administrators in Calif. Comm. Colleges](#)

CALIFORNIA EDUCATION CODE

[California Education Code 87360 Hiring Criteria](#)

[California Education Code 87400 Academic Qualifications](#)

LACCD HUMAN RESOURCE GUIDES

[R-100 Academic Minimum Qualifications](#)

LACCD Office Of Diversity Programs

[Project MATCH](#)