CYPRESS COLLEGE: “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people—including actors, athletes, doctors, executives, mechanics, nurses and teachers—Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College—Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kasler is the president. Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people—each pursuing their own, unique ambitions. The NOCCCD—Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact:
Steve Donley – Dean, Career Technical Education
(714) 484-7233
THE POSITION
AVIATION/TRAVEL SERVICES INSTRUCTOR
Job RCCF921
Tenure-track position, 100% contract.

STARTING DATE
August 10, 2011

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Teach lecture courses in Travel Services including, but not limited to, Introduction to Travel Careers, Airline Travel Lab, Airline Aviation Management, Customer Care: Airline/Travel, Crew Resource Management, and Airline Operations.

Teach courses in Aviation including, but not limited to, Introduction to Aviation, Air Transportation, Private Pilot, Air Navigation, Meteorology, Aircraft and Engines, Ground Trainer Lab, and Instrument Rating.

Actively participate in service activities at the department level. This includes budget planning, scheduling, outreach and collective decision making.

Participate in curriculum development and serve on division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Maintain formal office and campus hours; participate in department and division meetings.

Work cooperatively with staff and students.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS
Bachelor’s degree in any discipline AND two years of professional experience directly related to the specified teaching assignments in Travel Services AND two years of professional experience directly related to the specified teaching assignments in Aviation; OR

Associate degree in any discipline AND six years of professional experience directly related to the specified teaching assignments in Travel Services AND six years of professional experience directly related to the specified teaching assignments in Aviation; OR

Possess a valid California teaching credential authorizing service in a community college in both Travel Services and Aviation; OR

The equivalent. Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in this field as determined by the District Equivalency Committee.

AND THE FOLLOWING:
FAA Commercial Pilot Certification

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIRABLE QUALIFICATIONS
College-level teaching experience in the area of Travel Services and Aviation, preferably at the community college level.

Bachelor’s or Master’s degree in Aviation, Aviation Management, Aeronautics, or Travel and Tourism.

FAA Certified Flight Instructor Certificate OR FAA Basic Ground Instructor Certificate OR FAA Advanced Ground Instructor Certificate

FAA Instrument Ground Instructor Certificate

Two years of airline, FAA, TSA, DHS, or aviation industry experience.

Flying Team or related experience.

Airline flight attendant or pilot training instructor or aviation industry management experience.

Experience using alternative methods of instruction including distance education.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY
The initial salary placement range is $55,380 - $83,844 depending on applicable education and experience. Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job RCCF921 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:
1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, teaching experience and work experience.
4. Undergraduate and graduate college transcripts may be unofficial. The award of all degrees must be verified on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Copies of professional licenses, certificates, and ratings pertaining to pilot, pilot instructor, and/or teaching credentials status.
6. Copy of relevant California Community College Credential (if applicable).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials are required to be part of the final application. The District is an equal opportunity employer and does not discriminate in its educational programs, the admission of students, employment or on the basis of sex, race, color, national origin, ancestry, religion, age, disability, or sexual orientation. Applications are requested from qualified individual who meet the District’s selection criteria. More information regarding the District and the job opening may be found at www.nocccd.edu/Employment. Completion of the application is encouraged prior to the deadline for review. The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options. A complete application package MUST include the following:
1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, teaching experience and work experience.
4. Undergraduate and graduate college transcripts may be unofficial. The award of all degrees must be verified on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Copies of professional licenses, certificates, and ratings pertaining to pilot, pilot instructor, and/or teaching credentials status.
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