APPLICATIONS ARE INVITED FOR THE POSITION OF REFRIGERATION INSTRUCTOR AT CYPRESS COLLEGE.

WASHINGTON NAVAL YARD CANCER CENTER

E H AIR CONDITIONING 

Refrigeration Instructor

Job #CCF790

CYPRESS COLLEGE

Founded in 1966, Cypress College provides service to the community, offering a comprehensive educational program to its students. It is a student-centered institution, striving to achieve its vision of “A Premier Learning Environment for Student Success and Community Enrichment.” Faculty, staff, and students work together in an atmosphere of open communication and mutual respect. A variety of innovative programs and specially-funded services provide creative learning opportunities for everyone on campus.

The college enrolls approximately 13,000 students each semester. There are over 200 full-time faculty (including 19 counselors) and over 450 adjunct faculty who are supported by more than 200 classified employees and 32 managers.

Incorporated in 1972, the Cypress College Foundation is a tax-exempt, nonprofit organization chartered to encourage contributions on behalf of the college. The Foundation is governed by a Board of Directors consisting of leading citizens of the Cypress College community. The Foundation’s current net worth is over $1 million.

Cypress College can be found on the web at www.cypresscollege.edu.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.

For further information about the position contact: Steve Donley – Dean, Voc/Tech Ed/Econ Dev (714) 484-7233

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Cultivating Change

**THE POSITION**

**AIR CONDITIONING & REFRIGERATION INSTRUCTOR**
Job #CCF790

Tenure-track position, 100% contract.

**STARTING DATE**
August 13, 2008

**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.

Teach community college air conditioning and refrigeration courses to a diverse student population.

Participate in a coordinated instructional program that includes: pneumatics, direct digital controls and energy conservation.

Interface with air conditioning and refrigeration industry to ensure currency of technology.

Participate in department and division activities, including student and community outreach and recruitment.

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

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.

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

Work cooperatively with staff and students.

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

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.

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 teaching assignment; OR

Associate degree in any discipline AND six years of professional experience directly related to the teaching assignment; OR

Valid California teaching credential authorizing service in a community college in the appropriate subject matter area; 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 the field as determined by the District Equivalency Committee.

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**

Teaching experience, preferably at a community college.

Engineering degree in air conditioning and refrigeration.

**Knowledge of air conditioning industry specific computer applications.**

**Contracting and project management experience.**

**Strong hands-on mechanical experience and ability.**

**Experience in pneumatics, direct digital controls, energy management, building automation systems including electro-mechanical controls, compressor rebuilding, refrigeration defrost systems, psychrometrics, duct design, small business operation, personnel management, two stage refrigeration, construction estimating, building codes, mechanical drafting and blueprint reading, heat load calculations, air measurement, single phase and three phase transformer connections, recycle and recovery equipment, refrigerant pipe sizing.**

**Possession of an Air Conditioning and Refrigeration Contractor’s License.**

**Environmental Protection Agency (EPA) certification.**

**Knowledge of computer applications such as, word processing, spreadsheet, database, PowerPoint and web design.**

**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 #CCF790 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 verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

5. 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 submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.