DEADLINE FOR APPLICATIONS

Submit application package to:
North Orange County Community College District
Human Resources
1830 W. Romneya Dr.
Anaheim, CA 92801

Application package must be received by 5:00 pm, February 25, 2015. Postmarks will not be honored.

In complete application. All mandatory supplemental forms must be completed and returned with the 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.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Application package received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECT PROCESS

The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview, a teaching demonstration and a written exercise related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and reference materials. The candidate selected for employment will be required to provide a criminal background investigation. 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. Veteran status and pacific area disabilities are encouraged to apply. 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.
THE POSITION
COMMUNICATION STUDIES/SPEECH INSTRUCTOR
JOB #FCF782

Tenure-track position, 100% contract

STARTING DATE
August 21, 2015

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 courses offered by the Communication Studies/Speech Department, including, but not limited to, Public Speaking, Interpersonal Communication, Small Group Communication, Intercultural Communication, Argumentation and Debate, and courses in support of the Forensics program.

Serve as Director of Forensics, as assigned.

Share responsibilities in the Forensics Program, including teaching and related activities, as assigned.

Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities. Participate in co-curricular activities, including planning, implementing, and teaching in special programs designed to support student success.

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

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

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 effective teaching methodologies and informed critical feedback on assignments and discussions.

Work cooperatively with staff and students.

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

MINIMUM QUALIFICATIONS
Master’s in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication; or

Bachelor’s in any of the above AND Master’s in drama/theater arts, mass communication, or English; 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.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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
Two years of experience teaching Communication Studies/Speech at a community college.

An educational philosophy that emphasizes student learning.

Demonstrated commitment to the success of community college students.

Experience teaching a range of Communication Studies/Speech courses including Public Speaking, Interpersonal Communication, Small Group Communication, Intercultural Communication, Argumentation and Debate, and courses in support of a Forensics program.

Demonstrated ability to apply current theories and methods of teaching speech communication.

Demonstrated ability to teach students of diverse learning styles, levels of preparation, and backgrounds.

Evidence of service to educational institutions, contributions to the profession, and/or professional development in the discipline.

Successful experience in recruitment, coaching, and coordination of a forensics program.

Effective oral and written communication skills.

SALARY
The initial salary placement range is $56,764- $85,940 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 #FCF782 in all correspondence. Complete the online District Academic Application on our website at http://www.nocccd.edu. Applicants MUST submit their District Application online. A printed copy of the application and all other materials MUST be submitted to the Office of Human Resources by the Closing date.

A complete application package MUST include the following:
1. Completed District Academic Application.
2. 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 course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Each of the following components of the application process is a separate requirement. The committee requests that each component below follow the recommended maximum page lengths while using Times New Roman, 12-point font and one inch-margins. Applicants should include the most relevant information.

3. Letter of interest which demonstrates written communications skills and clearly addresses all of the qualifications relevant to the position. (2 pages maximum).
4. Resume describing educational background, teaching experience and work experience. (2 pages maximum).
5. SEPARATE list of relevant courses taught at post-secondary institutions, including course numbers, title, level, and number and times taught. (1 page maximum)
6. SEPARATE list of completed upper division and graduate level course work relevant to the position. Indicate course number, full title, and course level (upper division vs. graduate). (1 page maximum). (THIS IS IN ADDITION TO TRANSCRIPTS).
7. SEPARATE list of relevant professional activities, including service to educational institutions, contributions to the profession, and/or professional development in the discipline, and involvement in Forensics programs. (1 page maximum).
8. SEPARATE list of five (5) references, including professional relationship, current addresses, and telephone numbers of both colleagues and current supervisors. (1 page maximum). (THIS IS IN ADDITION TO THE REFERENCES SECTION OF THE APPLICATION; REFERENCES MAY BE THE SAME).

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