PART-TIME INSTRUCTOR OPPORTUNITIES
CYPRESS COLLEGE
Temporary Part-Time Hourly

POSITION:
Cypress College is seeking to establish a pool of qualified candidates for part-time day and evening teaching positions in the below listed disciplines.

POSITIONS ARE TEMPORARY, CONTINGENT UPON FUNDING AND ENROLLMENT. THE DISTRICT RESERVES THE RIGHT TO INCREASE OR DECREASE THE PERCENTAGE OF EMPLOYMENT TO BE OFFERED.

<table>
<thead>
<tr>
<th>ACADEMIC DISCIPLINE</th>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>PHONE/ E-MAIL</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Business &amp; CIS/A&amp;R</td>
<td>Dave Wassenaar</td>
<td>(714) 484-7217 <a href="mailto:dwassenaar@cypresscollege.edu">dwassenaar@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Vocational Art &amp; Design</td>
<td>Media Arts Design (MAD)</td>
<td>Ian Holmes</td>
<td>(714) 484-7036 <a href="mailto:ihomes@cypresscollege.edu">ihomes@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science, Engineering &amp; Math</td>
<td>Robin De Roo</td>
<td>(714) 484-8649 <a href="mailto:rderoo@cypresscollege.edu">rderoo@cypresscollege.edu</a></td>
</tr>
<tr>
<td>CIS (Computer Forensics)</td>
<td>Business, CIS - A&amp;R</td>
<td>Dave Wassenaar</td>
<td>(714) 484-7217 <a href="mailto:dwassenaar@cypresscollege.edu">dwassenaar@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Science, Engineering &amp; Math</td>
<td>Ron Armale</td>
<td>(714) 484-7000 ex. 48638 <a href="mailto:rarmale@cypresscollege.edu">rarmale@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Science, Engineering &amp; Math</td>
<td>Ron Armale</td>
<td>(714) 484-7000 ex. 48638 <a href="mailto:rarmale@cypresscollege.edu">rarmale@cypresscollege.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>Language Arts</td>
<td>Eldon Young</td>
<td>(714) 484-7177 <a href="mailto:eyoung@cypresscollege.edu">eyoung@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Geography</td>
<td>Social Science</td>
<td>Armando Mendoza</td>
<td>(714) 484-7189 <a href="mailto:amendoza@cypresscollege.edu">amendoza@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Geography/GIS</td>
<td>Social Science</td>
<td>Armando Mendoza</td>
<td>(714) 484-7189 <a href="mailto:amendoza@cypresscollege.edu">amendoza@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Geology</td>
<td>Science, Engineering &amp; Math</td>
<td>Ron Armale</td>
<td>(714) 484-7000 ex. 48638 <a href="mailto:rarmale@cypresscollege.edu">rarmale@cypresscollege.edu</a></td>
</tr>
</tbody>
</table>
MAJOR DUTIES & RESPONSIBILITIES OF POSITION:

• Teach lecture and/or laboratory sections of pre-college and college level courses.
• Sensitivity to/understanding of student’s diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

MINIMUM QUALIFICATIONS:

Academic Disciplines

• Master's degree as indicated in Minimum Qualifications for Faculty in California Community Colleges manual, OR
Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area, OR

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

**Vocational Disciplines**

- Bachelor’s degree AND two years of experience as indicated in Minimum Qualifications for Faculty in California Community Colleges manual, OR
- Associate’s degree AND six years experience as indicated in Minimum Qualifications for Faculty in California Community Colleges manual, OR
- Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area, OR
- The equivalent. Equivalent qualifications may include education, training, teaching and/or related employment experience that would be equal to the required degree(s) in this field as determined by the District Equivalency Committee.

To view the manual on Minimum Qualifications for Faculty in California Community Colleges visit the CCC Registry website at www.cccregistry.org.

**SALARY:** Commensurate with education and experience in accordance with the District’s Adjunct Faculty Salary Schedule.

**APPLY ONLINE (OPTIONAL)**

In addition to the standard application procedure, Cypress College is now accepting PART-TIME Instructor Applications online via the CCC Registry. To apply online, go to www.cccregistry.org, and on the left panel, select Search by District. Select NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT. Click on the Part-Time job title you are interested in, and the posting will be displayed. Click on “Click Here To Apply” and follow the instructions.

To learn more about the CCC Registry, and how to apply for Cypress College part-time faculty jobs, visit the Registry website at www.cccregistry.org, or contact them at (800)245-4157.

**APPLICATION PROCEDURE:**

- Applications can be obtained by visiting our web site at: [http://www.nocccd.edu/Employment/JobOpportunities.htm](http://www.nocccd.edu/Employment/JobOpportunities.htm) All application materials must be submitted with the District Application as a complete package. A complete application package should include the following:
  - Completed DISTRICT TEMPORARY APPLICATION.
  - Letter of interest which demonstrates written communication skills and address the qualifications relevant to the position.
  - Resume describing educational background, work experience and description of teaching experience, including specific courses taught in various positions.
  - Graduate and undergraduate college transcripts (may be unofficial).

All submitted materials become the property of the North Orange County Community College District. This material will not be copied or returned and will only be considered for the position indicated on the application. A separate application package must be submitted for each position. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Loose materials submitted independently of the application package will not be accepted. Application packages will be kept on file for three years. Submit application package to:

Office of Human Resources  
North Orange County Community College District  
1830 W. Romneya Drive, 9th Floor  
Anaheim, CA 92801-1819

**DEADLINE DATE FOR APPLICATIONS:**

Applications are accepted on a continuous basis.

**SELECTION PROCESS:**

Application materials of qualified applicants will be retained by the Division for consideration as positions become available. Applicants selected for consideration will be contacted for an initial interview, possible teaching demonstration, and a grading/written assignment. Placement in the hiring pool does not constitute assurance of an interview or employment.

Candidate(s) selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute, at the candidate’s expense.

All employees driving either personal, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

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

Revised 4/7/14 NOCCCD Office of Human Resources