



# North Orange County Community College District EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, Anaheim, CA 92801-1819  
 Telephone: (714) 808-4810 g Job Line: (714) 808-4811  
 E-Mail Address: [hr@noccdd.edu](mailto:hr@noccdd.edu) g Website: <http://www.noccdd.edu>

Apply Online!

## 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 disciplines listed below.

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

ACADEMIC DISCIPLINE	DEPARTMENT	CONTACT	PHONE/ E-MAIL
Anatomy & Physiology	Science, Engineering & Math	Stephanie Spooner	(714) 484-8619 sspooner@cypresscollege.edu
Biology	Science, Engineering & Math	Stephanie Spooner	(714) 484-8619 sspooner@cypresscollege.edu
Chemistry	Science, Engineering & Math	Craig Tomooka	(714) 484-8647 ctomooka@cypresscollege.edu
Computer Science	Science, Engineering & Math	Ron Armale	(714) 484-8638 rarmale@cypresscollege.edu
Engineering	Science, Engineering & Math	Ron Armale	(714) 484-8638 rarmale@cypresscollege.edu
Geology	Science, Engineering & Math	Ron Armale	(714) 484-8638 rarmale@cypresscollege.edu
Nursing	Health Science	Darlene Fishman	(714) 484-7283 dfishman@cypresscollege.edu
Physics/Astronomy	Science, Engineering & Math	Ron Armale	(714) 484-8638 rarmale@cypresscollege.edu
Physiology	Science, Engineering & Math	Stephanie Spooner	(714) 484-8619 sspooner@cypresscollege.edu
Theater Crafts – Lighting Design	Theater Arts	Jim Hormel	(714) 484-7206 jhormel@cypresscollege.edu
Theater Crafts – Sound Design	Theater Arts	Jim Hormel	(714) 484-7206 jhormel@cypresscollege.edu
VOCATIONAL DISCIPLINE	DEPARTMENT	CONTACT	PHONE/ E-MAIL
<ul style="list-style-type: none"> <li>▪ Air Conditioning &amp; Refrigeration</li> <li>▪ Airline &amp; Travel Careers</li> <li>▪ Auto Collision Repair</li> <li>▪ Automotive Technology</li> <li>▪ Aviation</li> <li>▪ Culinary Arts/Food Technology</li> <li>▪ Homeland Security</li> <li>▪ Hotel and Motel Services</li> </ul>	Career Technical Education	Steve Donley	(714) 484-7231 sdonley@cypresscollege.edu
<ul style="list-style-type: none"> <li>▪ Dental Assisting/Hygiene</li> </ul>	Health Science	Carol Green	(714) 484-7292 cgreen@cypresscollege.edu
<ul style="list-style-type: none"> <li>▪ Health Information Technology</li> </ul>	Health Science	Rosalie Majid	(714) 484-7289 rmajid@cypresscollege.edu
<ul style="list-style-type: none"> <li>▪ Mortuary Science</li> </ul>	Health Science	Glenn Bower	(714) 484-7279 gbower@cypresscollege.edu
<ul style="list-style-type: none"> <li>▪ Radiology Technology</li> </ul>	Health Science	Lynn Mitts	(714) 484-8901 lmitts@cypresscollege.edu

## MAJOR DUTIES & RESPONSIBILITIES OF POSITION:

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

## MINIMUM QUALIFICATIONS:

### Academic Disciplines

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

- C Bachelor's degree **AND** two years experience as indicated in Minimum Qualifications for Faculty in California Community Colleges manual, **OR**
- C Associate's degree **AND** six years experience as indicated in Minimum Qualifications for Faculty in California Community Colleges manual, **OR**
- C Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area, **OR**
- C 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](http://www.cccregistry.org).

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

## APPLY ONLINE

All Part-Time Instructor Applications should be submitted online via the CCC Registry. To apply online, go to [www.cccregistry.org](http://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.

After submitting the application online via the CCC Registry, additional required materials may be sent directly to the contact person listed via e-mail or postal mail. Detailed contact information is posted to the job announcements on the CCC Registry. Required materials include the following:

- Letter of interest which demonstrates written communication skills and addresses 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).
- Copy of licenses/certificates as specified in the listing.

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](http://www.cccregistry.org), or contact them at (800)245-4157.

## OR Apply by Mail:

If you are unable to submit an application online via the CCC Registry, you may submit a hard copy application through the Office of Human Resources. Request required District Application by contacting the Human Resources Office at (714) 808-4810 or via download from our web site at [www.nocccd.edu](http://www.nocccd.edu). A complete application package includes the District Academic Application along with the additional materials described in the "APPLY ONLINE" section above. All materials submitted 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. 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 unless otherwise indicated on the CCC Registry listing.

## 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.