

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.

Submit application package to:

Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS

Application package must be received by **5:00 pm, March 30, 2010**. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION 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 presentation and/or a written exercise related to the assignment may 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 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.

For further information about the position contact:
Dan Willoughby – Dean, Humanities
(714) 992-7036

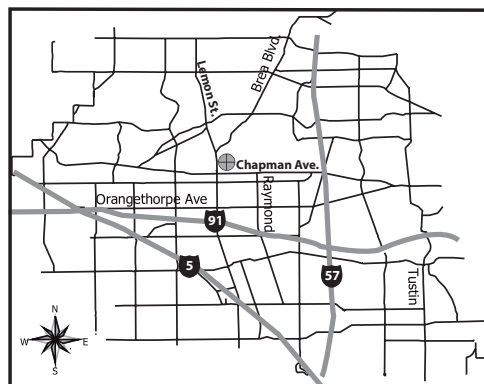
FULLERTON COLLEGE: "Excellence. Elevated."

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Sam Schauerman is the Interim President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success. Fullerton College – Excellence. Elevated.

Fullerton College can be found on the web at www.fullcoll.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.

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 2008-09 was \$212 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.

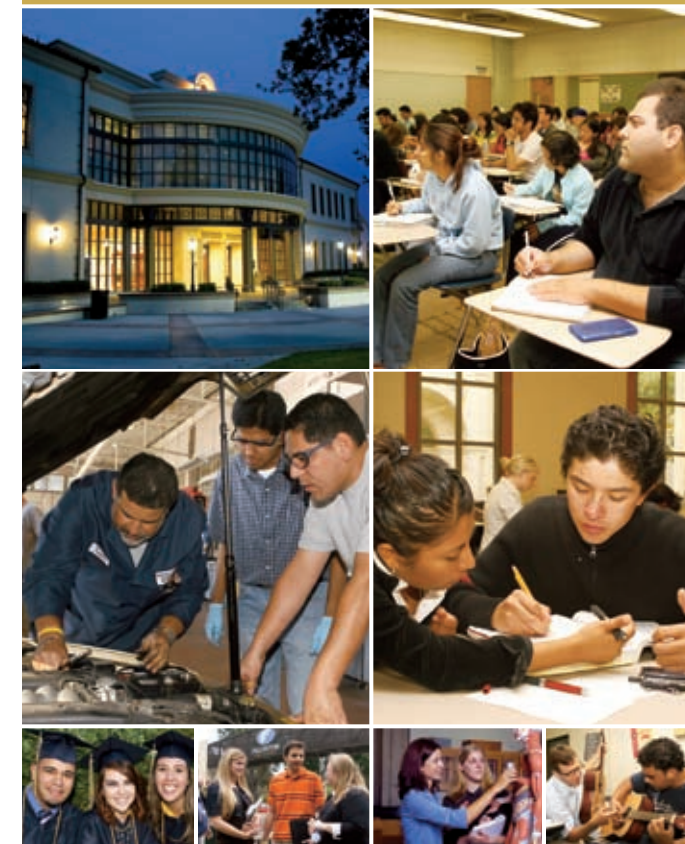
The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.



FULLERTON COLLEGE

**English Instructor
(Two Positions)**

Job #FCF660



THE POSITION

**ENGLISH INSTRUCTOR
(TWO POSITIONS)
Job #FCF660**

STARTING DATE

August 11, 2010

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 courses from basic writing to college composition and critical thinking. Assignments may also include literature and creative writing courses.

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 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.

Work cooperatively with staff and students.

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

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

Master's degree in English, literature, comparative literature or composition; **OR**

Bachelor's degree in any of the above **AND** Master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism; **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). The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS

An educational philosophy that emphasizes student learning.

Demonstrated commitment to the success of community college students.

Experience teaching a range of English courses from basic writing to college composition and critical thinking.

Demonstrated ability to apply current theories and methods of teaching writing and literature.

Demonstrated interest in student success programs such as first-year experience, Puente, supplemental

instruction, honors, service learning, and learning communities.

Demonstrated ability to incorporate multicultural perspectives in course work.

Experience using emerging technologies.

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 #FCF660 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 course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. **SEPARATE** list of completed upper division and graduate level course work relevant to the position. Indicate full title and level of course. **(THIS IS IN ADDITION TO TRANSCRIPTS AND RESUME.)**
6. **SEPARATE** list of five (5) references, including current addresses and telephone numbers of both colleagues and current supervisors. **(THIS IS IN ADDITION TO THE REFERENCES SECTION OF THE APPLICATION; REFERENCES MAY BE THE SAME).**
7. Two (2) recent letters of recommendation. (Preferably dated within the last two years).
8. 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 on the application will be considered an incomplete 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.