DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 13, 2008. 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 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) 908-4821 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:
Scott McKenzie – Dean, Technology & Engineering
(714) 992-7212

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.
THE POSITION
ADMINISTRATION OF JUSTICE
INSTRUCTOR
Job #FCF650

STARTING DATE
August 13, 2008

ADMINISTRATION OF JUSTICE
The Administration of Justice Department of Fullerton College is one of the largest and most professional community college programs in the country. The program is designed for students who desire either an AA or AS degree in Administration of Justice. Many of the students who participate in these programs eventually attend the Fullerton College Police Academy-Extended format. The primary purpose of the Fullerton College Police Academy is to train men and women for a career as a P.O.S.T. certified peace officer.

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 a variety of subjects related to law enforcement and the criminal justice system.

Instruction and supervision of recruits in a California Peace Officer Standards and Training (P.O.S.T.) certified extended format police academy.

Assume training officer responsibilities in association with the police academy.

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.

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

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.

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.

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

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. The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Extensive law enforcement experience as a sworn California Peace Officer.

Experience in police patrol.

Experience in a supervisory role in the selection, development, training, and evaluation of law enforcement personnel.

Experience in a sworn supervisory position employed with a California law enforcement agency or police academy.

Demonstrated ability to establish and maintain a working relationship with regional law enforcement agencies.

Completion of P.O.S.T. Certified Instructor Development Training course or equivalent.

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 $54,294 - $82,200 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 #FCF650 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). 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. 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

www.nocccd.edu/Employment regarding accredited postsecondary institutions. The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Extensive law enforcement experience as a sworn California Peace Officer.

Experience in police patrol.

Experience in a supervisory role in the selection, development, training, and evaluation of law enforcement personnel.

Experience in a sworn supervisory position employed with a California law enforcement agency or police academy.

Demonstrated ability to establish and maintain a working relationship with regional law enforcement agencies.

Completion of P.O.S.T. Certified Instructor Development Training course or equivalent.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.