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) 992-7168

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.

FULLERTON COLLEGE

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. Fullerton College offers a comprehensive academic program of lower division transfer courses and vocational training to prepare students for transfer as well as for the technology-driven workplace.

The 83-acre campus features 10 major 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.

The college enrolls in excess of 19,000 students. There are 315 full-time faculty and approximately 480 adjunct faculty, who are supported by 285 classified employees and 43 managers. Dr. Kathleen Hodge is the President.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. There are more than one million people living within its boundaries. 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. Jerome Hunter. The total District budget for 2006-07 was $191 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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 non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.
THE POSITION

ENGLISH INSTRUCTOR
(TWO POSITIONS)
Job #FCF634

STARTING DATE
August 13, 2008

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.

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 in the design and delivery of courses.

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

Experience teaching English, preferably at a community college.

Experience with the application of technologies, including computers.

Demonstrated interest in student success programs such as Puente, supplemental instruction, honors, service learning, and learning communities.

DEMONSTRATED ABILITY TO INCORPORATE MULTICULTURAL PERSPECTIVES AND LITERATURE IN COURSE WORK.

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 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

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DEMONSTRATED ABILITY TO INCORPORATE MULTICULTURAL PERSPECTIVES AND LITERATURE IN COURSE WORK.

APPLICATION PROCEDURE

Reference Job #FCF634 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) 858-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application packet 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. 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.

7. Two (2) recent letters of recommendation. (Must be 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 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

DEADLINE FOR APPLICATIONS

Applications and/or materials must be received by 5:00 p.m., 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.