Submit application package to: 
North Orange County Community College District 
Human Resources 
1830 W. Romneya Dr. 
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 8, 2011. 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 application packages and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview, teaching and clinical demonstrations and a written exercise related to the assignment will 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.

CYPRESS COLLEGE: “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kasler is the president.

Cypress College can be found on the web at www.cypresscollege.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 2009-10 was $200 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.
The Position: Human Services Instructor
Job #CCF997
Tenure-track position, 100% contract.

Starting Date: August 10, 2011

Duties and Responsibilities:
- 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 resources) as necessary to perform duties in an efficient, organized and timely manner.
- 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.
- 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:
- Bachelor's degree in any discipline AND two years of professional experience directly related to the teaching assignment, OR
- Associates degree in any discipline AND six years of professional experience directly related to the teaching assignment, OR
- Possess a valid California teaching credential; OR
- Equivalent. Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in this 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/Emplment regarding accredited postsecondary institutions).

Desirable Qualifications:
- Master's in Human Services, Psychology, Sociology, Counseling, Social Work, or Social Sciences.
- Experience teaching at the community college level.
- Effective use of computers and technology in the instructional environment including multimedia.
- Experience with and commitment to working with culturally and ethnically diverse groups.
- Oral and written communication skills.

Salary:
The initial salary placement range is $55,380 - $88,576 based on experience, education, and professional qualifications.

Benefits:
The District is a participating agency in the CalPERS Hospital and Medical 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 #CCF997 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:
- Completed District Academic Application.
- Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to this position.
- Resume describing educational background, teaching experience and work experience.
- 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.
- Separate list of completed upper division and graduate level course work relevant to the position. Indicate full title and level of course.
- Undergraduate AND graduate college transcripts (may be unofficial).
- Current professional licenses, certificates, certifications (if applicable).
- 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 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. Applicant bears the sole responsibility for ensuring...