SELECTION PROCESS

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, March 11, 2015. 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.

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.

SCE serves 38,000 students annually, ranging from preschoolers to seniors, at three center locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as over 100 off-site community locations. Accredited by the Western Association of Schools and Colleges and the California Community Colleges, all SCE courses are approved by the State of California. More information on SCE programs can be found at www.sce.edu.

SCE: “Change. Cultivated.”

Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based continuing education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, employable skills, prepare for credit courses, self-sufficiency, enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and literacy programs), English as a second language, U.S. citizenship, parenting, older adults, short-term vocational, and programs for adults with disabilities. In addition, SCE offers a wide selection of community services courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills, and financial planning.

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our 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 by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2014-15 was $204 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.

For further information about the position contact:
Raine Hambly – Committee Chair
rhambly@sce.edu

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

ALLIED HEALTH
NON-CREDIT INSTRUCTOR
JOB #SCF971
Tenure-track position, 100% contract

STARTING DATE
September 10, 2015

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 in accordance with operational needs.

Teach precollege and college-level courses in Allied Health, including, but not limited to, Medical Assistant front and back office, externship program, Home Health Aide, and other health related courses.

Serve as Externship Coordinator for the Medical Assistant Externship Program, including, but not limited to, developing the externship program, scheduling and conducting visits for the approval of new student externship sites, and completing student externship follow-up visits and calls.

Maintain current knowledge of the Allied Health/Medical Assistant field, vocation and/or profession.

Serve as Externship Coordinator for the Medical Assistant Externship Program, including, but not limited to, developing the externship program, scheduling and conducting visits for the approval of new student externship sites, and completing student externship follow-up visits and calls.

Serve as lead faculty for the Medical Assistant and other Allied Health advisory committees related to the assignment.

Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

Maintain campus hours; participate in department and division meetings.

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.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS

Bachelor’s AND two years of occupational experience related to the subject of the course taught: OR

Associate AND six years of occupational experience related to the subject of the course taught: OR

Full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; 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 this field as determined by the District Equivalency Committee.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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).

DESIRABLE QUALIFICATIONS

Teaching experience in a community college setting.

Membership in a professional organization related to the assignment.

Proficiency in computer skills which include, but are not limited to, MS Office, Blackboard, Moodle or other related teaching software.

Medical Assistant certification, other Allied Health related license such as Licensed Registered Nurse.

Three (3) years of current clinical work experience in a health care setting.

SALARY

The initial salary placement range is $56,764 - $85,940 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 #SCF971 in all correspondence. Complete the online District Academic Application on our website at http://www.nocccd.edu. Applicants MUST submit their District Application online. A printed copy of the application and all other materials MUST be submitted to the Office of Human Resources by the closing date.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and clearly addresses all of 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 verified 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. 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 that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.