



North Orange County Community College District EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, Anaheim, CA 92801-1819
 Telephone: (714) 808-4810 g Job Line: (714) 808-4811
 E-Mail Address: hr@noccdd.edu g Website: <http://www.noccdd.edu>

Apply Online!

PART-TIME INSTRUCTOR OPPORTUNITIES SCHOOL OF CONTINUING EDUCATION Temporary Part-Time Hourly (Non-Credit)

To submit course proposals, call (714) 484-7038

POSITION:

The School of Continuing Education is seeking to establish a pool of qualified candidates for part-time day and evening teaching positions in the below listed disciplines.

POSITIONS ARE TEMPORARY, CONTINGENT UPON FUNDING AND ENROLLMENT. THE DISTRICT RESERVES THE RIGHT TO INCREASE OR DECREASE THE PERCENTAGE OF EMPLOYMENT TO BE OFFERED.

DISCIPLINE	JOB NUMBER	DEPARTMENT	CONTACT	PHONE/ E-MAIL
Health and Safety Instructor <ul style="list-style-type: none"> • Aerobics • Mature Driver 	AEX-Z40	Health and Safety	Rita Pierce	(714) 484-7101 rpierce@sce.edu
Home Economics <ul style="list-style-type: none"> • Nutrition • Quilting • Sewing • Tailoring • Floral Design • Stained Glass • Tole Painting 	AEX-Z45	Home Economics	Valentina Purtell	(714) 484-7100 vpurtell@sce.edu
Older Adults Instructor <ul style="list-style-type: none"> • Physical Fitness • Arts & Crafts • Health • Creative Arts • Music • Consumer Ed • Education Enrichment • Communication 	AEX-Z30	Older Adults Program	Lorraine Wicks	(714) 808-4902 lwicks@sce.edu
Parenting Instructor	AEX-Z50	Parenting	Rita Pierce	(714) 484-7101 rpierce@sce.edu
Vocational Subject Instructor <ul style="list-style-type: none"> • Construction • Pharmacy Technician • Electricity/Electronics 	AEX-Z55	Vocational Education	Martha Gutierrez	(714) 808-4668 mgutierrez@sce.edu

MAJOR DUTIES & RESPONSIBILITIES OF POSITION:

- Teach non-credit courses in designated areas of the High School Diploma Program, Computer/Internet Center, Disabled Student Program, English as a Second Language Program, Older Adults Program and Training & Development Institute.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

MINIMUM QUALIFICATIONS (Non-Credit Programs):

- Degree as specified in the Non-Credit Discipline List and Minimum Qualifications manual, **OR**
- Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area, **OR**
- The equivalent. Equivalent qualifications may include education, training, teaching and/or related employment experience that would be equal to the required degree(s) in this field as determined by the District Equivalency Committee.

Some positions may require additional specialized course work, training and/or experience.

To view the manual on Minimum Qualifications for Faculty in California Community Colleges visit the CCC Registry website at www.cccregistry.org.

SALARY: \$41.48/Hour

APPLY ONLINE (OPTIONAL)

In addition to the standard application procedure, the School of Continuing Education is now accepting PART-TIME Non-Credit Instructor Applications online via the CCC Registry. To apply online, go to www.cccregistry.org and on the left panel select Search by District. Select NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT. Click on the Part-Time job title you are interested in, and the posting will be displayed. Click on "Click Here To Apply" and follow the instructions.

To learn more about the CCC Registry, visit the Registry website at www.cccregistry.org, or contact them at (800) 245-4157.

APPLICATION PROCEDURE:

Reference Job Number in all correspondence. Request DISTRICT APPLICATION by contacting the Human Resources Office at (714) 808-4810, e-mail request to: hr@nocccd.edu, or visit our website at: www.nocccd.edu for an on-line application. All submitted materials become the property of the North Orange County Community College District. This material will not be copied or returned and will only be considered for the position indicated on the application. A separate application must be submitted for each position. The Applicant bears the sole responsibility for ensuring that the application is complete when submitted. Application will remain on file for three years. Submit application to: North Orange County Community College District, Office of Human Resources, 1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819.

DEADLINE DATE FOR APPLICATIONS:

Applications are accepted on a continuing basis.

SELECTION PROCESS:

Application materials of qualified applicants will be retained by the Division for consideration as positions become available. Applicants selected for consideration will be contacted for an initial interview, possible teaching demonstration, and a grading/written assignment. Placement in the hiring pool does not constitute assurance of an interview or employment.

Candidate(s) 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, at the candidate's expense.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

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 in the District's Office of Human Resources.