**DEADLINE FOR APPLICATIONS**

Application package must be received by 5:00p.m., March 4, 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 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 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) 808-4921 at least three (3) business days in advance of the scheduled examination/interview date.

The school 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 Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

For further information about the position contact: Fredrick Rocha – Director, Academic Computing (714) 808-4920

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**SCHOOL OF CONTINUING EDUCATION**

The School of Continuing Education (SCE) offers educational programs at four Continuing Education Centers located in the cities of Anaheim, Cypress, Fullerton and Yorba Linda, as well as over 150 other sites throughout the region including community centers, public schools and senior citizen centers. The four Continuing Education Centers include conventional and electronic classrooms and laboratory facilities for such programs as computer technology, culinary arts, health/medical careers, electronics, parenting, fashion technology and language arts.

The major programs offered by SCE are English as a Second Language, Other Adults, Business Skills/Computer Technology, Basic Skills, Adult High School Diploma, Career Technical Education Studies, Disabled Student Programs and Services, and Home Economics. Noncredit matriculation services including counseling, orientation, assessment and career planning are provided to several thousand SCE students annually. SCE also includes the Training and Development Institute, which provides workforce development training programs and consulting services.

SCE serves a diverse student population, enrolling in excess of 65,000 students annually. SCE has 26 full-time faculty, 22 managers, and 82 classified personnel. In addition, SCE employs in excess of 550 adjunct faculty.

The School of Continuing Education can be found online at [www.sce.cc.ca.us](http://www.sce.cc.ca.us).

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**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, Pico Rivera, 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 noncredit programs including: high school completion, basic skills, vocational certificates, and self-development courses.

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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](http://www.nocccd.edu).
THE POSITION

COMPUTER APPLICATIONS/ BUSINESS EDUCATION NONCREDIT INSTRUCTOR
Job #SCF986

This is a tenure-track position, 100% contract beginning Fall Trimester 2008.

STARTING DATE

September 2, 2008

DUTIES AND RESPONSIBILITIES

Teach a wide variety of noncredit computer applications courses including, but not limited to, Introduction to Computers, Windows, The Internet, Quicken/QuickBooks, Microsoft Office, Photoshop, Acrobat and other business applications.

Develop curriculum in emerging office and business technologies.

Work in an open-entry, business and computer skills development lab; performing student tracking, testing and evaluation.

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.

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.

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

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.

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

Master’s degree in Business Administration, Vocational Education, Instructional Technology, or related field.

Knowledge of current office equipment, technology and software.

Teaching experience in Office Technology, Business or Computer Applications with related experience in a business environment.

Teaching experience, recent training, and/or curriculum development with workforce development, emerging technologies, Internet/web applications and programs.

Demonstrated leadership in facilitating collaborative efforts with internal and external audiences and agencies (e.g., business advisory groups).

Experience in job training, employment preparation and/or emerging technologies.

Knowledge of specialized business areas such as, accounting, medical, legal or Internet based industries.

A commitment to continued professional development within the discipline and in general pedagogy.

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 #SCF986 in all correspondence. Download the District Academic Application on our website at http://www.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. Romneys Dr.
Anaheim, CA 92801

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