

## **APPLICATION DEADLINE**

This position will remain open through **OCTOBER 1, 2010**. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified by **OCTOBER 1, 2010**. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the date of a scheduled interview.

## **SELECTION PROCEDURE**

Application materials will be evaluated by a selection committee to determine which applicants qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District's needs.

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE  
11110 ALONDRA BLVD  
NORWALK, CA 90650-6298

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**Cerritos College**  
**Human Resources**

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## **PART-TIME INSTRUCTOR OPPORTUNITIES**



## **CULINARY ARTS**

CONTINUOUS RECRUITMENT

*Equal Opportunity Employer*

10/01/09

Cerritos College believes in a close relationship among students, faculty, staff and community. The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Applications are being accepted to develop a list of qualified candidates for possible part-time teaching assignments in the following subject area(s) in the Health Occupations Division:

### **COMMERCIAL COOKING**

### **BAKING & PASTRY**

### **DUTIES & RESPONSIBILITIES**

*include but are not limited to:*

- Teach all scheduled classes unless excused under provisions of Board Policy.
- Assist in maintaining course outline for each assigned course.
- Keep accurate records of student enrollment, attendance, and scholastic progress.
- Submit to Department Chairperson and/or Division Instructional Dean, upon request, copies of all tests given during the semester.
- Be familiar with and observe the administrative regulations as they appear in the Faculty Handbook.

## **QUALIFICATIONS**

### **Required:**

- Minimum of an Associate's degree plus six years of related full-time work experience OR Bachelor's degree plus two years of related full-time experience OR the equivalent. Experience may include vocational work and/or teaching experience in the area. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Eligible for Los Angeles County Food Handler Certification.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

## **CONDITIONS OF EMPLOYMENT**

- Salary is \$48.83 per hour.
- Assignments are contingent upon sufficient enrollment.
- Assignments may include days and evenings.
- Individuals hired shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

## **APPLICATION PROCEDURE**

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Training, Workshops, Affirmative Action Sensitivity, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE  
SUBMITTED TO THE FOLLOWING  
ADDRESS:

HUMAN RESOURCES  
CERRITOS COLLEGE  
11110 ALONDRA BLVD  
NORWALK, CA 90650-6298

**For application/additional information:**

**Telephone:** (562) 860-2451 x2284

**Web Site:** <http://www.cerritos.edu>

**Human Resources Hours:**

8:00 AM - 4:30 PM (Monday through Friday)