

## **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 to diversity 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.
- 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

## **APPLICATION DEADLINE**

This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **4:30 PM on OCTOBER 30, 2009**. The opportunity may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials as soon as possible. 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 least 72 hours prior to the priority closing date or the date(s) of interview.

## **SELECTION PROCESS**

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee for final selection and recommendation of qualified candidates to be put on a list for possible employment.

### **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)

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

***Equal Opportunity Employer***

10/05/09

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# **Cerritos College**

## **Human Resources**

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## **PART-TIME INSTRUCTOR OPPORTUNITIES**



# **ART HISTORY**

Effective:  
Spring Semester 2010

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 Fine Arts & Communications Division:

**INTRODUCTION TO WORLD ART  
(ART 100)**

**ASIAN ART  
(ART 107)**

**DUTIES & RESPONSIBILITIES**

*include but are not limited to:*

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board policy.
- Teach all assigned classes unless excused under provisions of Board Policy.

- Teach all assigned classes for all scheduled minutes.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

**QUALIFICATIONS**

**Required:**

- Master's degree in Fine Arts, Art, Art History **OR** Bachelor's degree in any of the above **AND** Master's in Humanities. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- 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.

**Preferred:**

- Art History teaching experience at the community college level.
- Experience in teaching one or more of the following: Introduction to World Art, Western Survey, Mexican Art, Asian Art, Humanities.
- Master's degree in Art History.
- On-line teaching experience.
- Broad range of experience in teaching art history. Must be versatile. Must be dedicated to teaching and be able to demonstrate a commitment to student learning.
- Well versed in a variety of approaches to analysis of evolution of images, ideas, and techniques throughout art history.

**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.