APPLICABLE DEADLINE
This position will remain open through APRIL 22, 2013. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified when screening is completed. 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 closing date or date of a scheduled interview.

SELECTION PROCESS
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.

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)*

*Curing the period 5/21/12 - 8/10/12 the office hours will be 8:00 AM - 4:30 PM Monday through Thursday and the office will be closed on Fridays.

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

4/20/12
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 the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

PROFILE
The Administration of Justice Department is one of the departments within the Business, Humanities and Social Sciences Division. The Administration of Justice Department’s program has been approved by the California Commission on Peace Officers’ Standards and Training (POST) and the California Association of Administration of Justice Educators (CAAJE). It is one of the largest A. J. degree programs in the state.

The Administration of Justice Department offers a wide variety of opportunities for full-time and part-time faculty to teach a broad scope of Law Enforcement, Corrections and Law classes. The department offers traditional class structuring, evening, weekend, online and summer accredited courses to meet student needs. The quality of instruction for our students is our priority. Successful candidates will be joining a dedicated team of full-time and part-time faculty members. The Administration of Justice Department offers courses in the following: First Aid, Report Writing Procedures, Intro to Administration of Justice, Concepts of Criminal Law, Criminal Procedure, Criminal Evidence, Community Relations, Intro to Probation and Parole, Patrol Procedures & Enforcement Tactics, Intro to Security Management, Traffic Control and Investigation, Intro to Correction, Administration of Justice Occupational Work Experience, Intro to Private & Business Security, Substantive Law, Special Issues in Law Enforcement, Legal Aspects of Security Management, Investigative Techniques for Security Management, Public Safety & Security Administration, Public Safety Communications, Information Security, Criminal Investigation, Narcotics and Vice Control, Juvenile Procedures and Directed Studies.

Students may choose to complete an Associate of Arts degree or a transfer program within the department's course of studies.

Successful candidates should be qualified to teach any course offered by the department

DUTIES & RESPONSIBILITIES
A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005. (www.cerritos.edu/board)

QUALIFICATIONS
Required:
- Bachelor’s degree in administration of justice, criminal justice, criminology, law enforcement, police science or public administration, with a minimum of 24 semester units of coursework in criminal justice, from an accredited college or university; AND a minimum of ten (10) years of full-time paid professional work experience in a public, general service, law enforcement agency at the state or local level within the past five (5) years.
- Law degrees (LL.B, LL.M, J.D. and S.J.D.) are NOT considered equivalent to the above degrees.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

Preferred:
- A Master’s Degree in Administration of Justice, Criminal Justice, Criminal Justice Education, Law, Public Administration or a closely related field. Law degrees (LL.B, LL.M, J.D. and S.J.D.) are NOT considered equivalent to the above degrees.
- Professional work experience in a state or local criminal justice agency enforcing the criminal laws of the State of California within the previous five years.
- Experience and ability to teach a broad range of Administration of Justice courses.
- Teaching experience at the community college level within the previous five years.

CONDITIONS OF EMPLOYMENT
- Salary is $48.83 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- Individuals who are offered employment 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, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.
- Continued employment is contingent on funding.

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 (Workshops, Diversity Sensitivity Training, 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. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- 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