FULL-TIME INSTRUCTOR  
CHINESE  (Tenure Track Position)  
$58,757.00 - $90,222.00/Annual

Profile
Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college’s district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu.

The Modern Language Department is in the Liberal Arts Division and offers beginning to advanced level courses in American Sign Language, Chinese, French, German, Japanese and Spanish. Students may take a modern language course to meet their general education and transfer requirements, to earn an AA degree in a modern language, or may take classes for personal or professional development.

The Department’s faculty is committed to student success and to promoting excellence and innovation in teaching. The Department faculty believe that every language is the pathway to global respect and cultural understanding. We embrace open communication and guide students as they explore their role in the global community.

The successful candidate will be able to teach elementary, intermediate, advanced and conversational Chinese and courses in Chinese culture. The successful candidate will also have the opportunity to develop curriculum and instruction to enhance offerings in Chinese and/or Asian culture and learning. The successful candidate for this position will share the Department’s commitments and will enthusiastically participate in department and division meetings, committee work, program review, unit planning and the development of student learning outcomes which promote student learning and success.

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

Minimum Qualifications
- Master’s in the language being taught OR Bachelor’s in the language being taught AND Master’s in another language or linguistics OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities).
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

For application/additional information:
Telephone: (562) 860-2451 x2284
Website: http://www.cerritos.edu
Human Resources Hours: 8:00 AM - 5:00 PM (Monday through Friday)
Preferred:

- Ability to teach other Asian languages.
- Experience teaching Chinese at the community college or university level.
- Demonstrated leadership and ability to work with community groups and the schools in order to coordinate the educational program with the needs of the community.

Salary/Fringe Benefits

Salary is commensurate with education and experience. Salary rate is: $58,757.00 - $90,222.00/annual.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash-in-lieu option available on medical insurance.)

Participation in the State Teachers' Retirement System.

Conditions of Employment

Contract will be for 10 school months for the academic year beginning Fall Semester 2015.

Participation in a pre-service orientation and/or probationary in-service training is required.

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, submit official transcripts, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

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 Academic Employment 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 website address is www.naces.org.
- The names, phone numbers and e-mail addresses of three work references to include at least one supervisor.

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

Cerritos College, Human Resources Department
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 5:00 PM on April 3, 2015. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 5:00 PM on April 3, 2015. 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 Procedure

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, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching, and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.