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 6, 2008. 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 will then be conducted by the selection committee who best meet the qualifications for the position. Interviews 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)

Special Note: During the period 6/02/08 through 8/08/08 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday through Thursday).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

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).

Equal Opportunity Employer

Effective:
Spring Semester 2009

7/30/08
CONDITIONS OF EMPLOYMENT

- Salary is $48.83 per hour.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day, evening and Saturdays.
- 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:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Training, 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.
- 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

Cerritos College is committed to hiring employees who are creative, open to change and new methods or work practices; have a passion for continuous learning and self improvement and are willing to promote the College’s mission as a learning institution. Besides traditional class structuring, the college meets the needs of students by offering evening, weekend, year-round accredited courses of instruction. Since service to our students is our highest priority, employees can expect to participate in innovative methods and flexible scheduling.

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 Humanities/Social Sciences:

QUALIFICATIONS

Required:
- Master’s in History from an accredited university or college. 21 semester units in United States History courses. No more than 6 of the 21 semester units from lower division.
- 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:
- Teaching experience at the community college level.
- Additional education and teaching experience in American ethnic history.

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.

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.