APPLICATION DEADLINE
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 MAY 2, 2011. This 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
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)
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 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:

- **APPLIED MUSIC INSTRUCTION (PRIVATE INSTRUCTION)**
  - LOW BRASS
  - GUITAR (ELECTRIC AND ACOUSTIC)
  - SAXOPHONE
  - FLUTE

**PROFILE**
The Music Department is one of the departments within the Fine Arts and Communications Division and offers coursework leading to the Associate Degree in general music, commercial music, and transfer education. In addition, the Department offers beginning and intermediate certificates in piano teaching. The Applied Music Program offers private vocal and instrumental instruction to students who have been granted placement in the program through an audition process. The successful candidate(s) will be added to the Department’s group of qualified applicants and will be eligible to teach should sections become available. The successful candidate(s) will be teaching classes in the area of their expertise.

**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:**
- Master's degree in Music; OR Bachelor’s in music **AND** Master's in Humanities; OR the equivalent. (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:**
- Community college teaching experience.

**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