This position will remain open through **JULY 26, 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)

**APPLICATION DEADLINE**
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**
7/26/12
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 Reading Department offers a comprehensive range of reading courses to meet the needs of students with greatly varying levels of reading proficiency. Course offerings include basic skills and developmental reading for native and non-native speakers, and are designed for students wishing to improve word analysis and comprehension skills, and for students seeking structured vocabulary development.

The department also offers courses in effective study methods, transfer-level critical reading and thinking, and speed reading. Courses are offered in traditional lecture, hybrid, online, and short-term formats. All courses are designed to prepare students for a college-level reading, and all include a technology component.

The Reading Department has five full-time dedicated and committed professors and approximately twelve part-time instructors. The Department’s faculty is committed to student success and to promoting excellence and innovation in teaching.

The successful candidate for this position may be assigned reading courses at the basic skills and developmental levels, as well as transfer levels. Candidates may also be offered positions as Reading lab faculty in the Language Arts Success Center.

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 education with a specialization in reading or teaching reading; OR Bachelor’s degree in any academic discipline AND twelve semester units of course work in teaching reading AND Master’s degree in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology; 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.

Preferred:
- Teaching experience at the college level, and/or other experience as it relates to the teaching of reading to adult learners at the developmental and transfer levels.

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