**APPLICATION DEADLINE**

This position will remain open through **July 30, 2015**. 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 - 5:00 PM (Monday through Friday)

HR SUMMER Hours:

May 26-August 8, 2014
8:00 AM - 5:00 PM
(Monday through Thursday, 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).
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 12 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 regionally 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 backgrounds of the student, community and employee 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 $53.29 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 or within the last 60 days if not previously employed in a school district in California) 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 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 the date the degree was conferred. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- Letter(s) of recommendation addressing recent pertinent experience.

**APPLICATION MATERIALS**

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

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298