APPLICATION DEADLINE
This position will remain open through MAY 13, 2011. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicant’s will be notified when screening is completed. It is the applicants 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 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)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298
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 Business Education Division:

**COURT REPORTING**

PROFILE

The Court Reporting and Captioning Careers Department (CRCC) is approved by the California Court Reporters Board and is a participating school with the National Court Reporters Association. The Department offers courses for an AA degree in Court Reporting and prepares students to become Certified Shorthand Reporters in the judicial system. The Department also offers certificates for Hearing Reporters and Captioning. The Department trains students as CART Providers to accompany deaf and hard of hearing students into classrooms to interpret lectures. Instructors in the Department work with students to help them to realize their academic and vocational goals and to meet the challenges of the working world.

Prospective instructors are encouraged to become certified through Cerritos College in online instruction. Part-time instructors may be assigned to teach academic, theory, or speed building courses.

**DUTIES & RESPONSIBILITIES**

A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005 and 5004. (www.cerritos.edu/board)

**QUALIFICATIONS**

**Required:**

- Minimum of an Associate’s degree plus six years of related full-time work experience **OR** Bachelor’s degree plus two years of related full-time work experience **OR** the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities).
- Experience may include service as a court reporter, court reporter/transcriber, scopist, related experience in a deposition agency support service, captioning or related teaching experience.
- Demonstrated competency using stenotype related software.
- 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:**

- Certification as a California Certified Shorthand Reporter or as a Registered Professional Reporter.
- Teaching experience at the community college level.

**CONDITIONS OF EMPLOYMENT**

- Salary is $48.83.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- 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, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Training, Workshops in Diversity Sensitivity, 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.
- 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

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.