APPLICATION DEADLINE

This position will remain open through APRIL 3, 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 and counseling 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)
The Woodworking Manufacturing Technologies Department is one of the departments within the Technology Division. The department offers degree and certificate programs in the areas of cabinetmaking and furniture making, and a comprehensive option for those entering the teaching profession. The faculty is comprised of individuals currently or formerly employed in the woodworking field. Cabinetmaking course topics include faceframe and frameless cabinet construction, architectural millwork, computer-aided design, and CNC woodworking. In the furniture program, solid-wood table and cabinet construction, chair-making, veneering, and hand tools are covered, along with other topics. Additional courses include woodturning and finishing. Students graduating from the program are highly capable cabinetmakers and furniture makers.

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:

- Bachelor’s degree and two years of experience, or an associate degree and six years of experience. (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 community college level.
- Experience with automated high production woodworking equipment.
- Experience with production cabinet making and design.

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) or within the last 60 days if not previously employed in a school district in California) before they are hired.

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/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.
- Letter(s) of recommendation addressing recent pertinent experience.
- Letter(s) of verification of professional/occupational related experience. Letter(s) must be on company letterhead and signed by the Human Resources or Payroll Department attesting dates of employment, title, and whether or not the employment was full-time (if employment was less than full-time, letter must include an accounting of the number of hours employed.)

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

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