



**Mathematics Instructor
JobFCF938
Tenure-track position, 100% contract.**

STARTING DATE: August 24, 2012

DUTIES AND RESPONSIBILITIES

- Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.
- Teach precollege and college-level courses in Mathematics, including, but not limited to, Basic Mathematics, Algebra, Geometry, Pre-Calculus Mathematics, Liberal Arts Mathematics, Probability and Statistics, Calculus, Discrete Mathematics, Linear Algebra, and Differential Equations.
- Participate in curriculum development and serve on division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.
- Maintain formal office and campus hours; participate in department and division meetings.
- Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
- Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.
- Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.
- Work cooperatively with staff and students.
- Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.
- Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS

- Master's degree in mathematics or applied mathematics; **OR**
- Bachelor's degree in either of the above AND Master's degree in statistics, physics, or mathematics education; **OR**
- Valid California teaching credential authorizing service in a community college in the appropriate subject matter area; **OR**
- The equivalent. Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in the field as determined by the District Equivalency Committee.
- All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIRABLE QUALIFICATIONS

- Recent experience teaching basic skills mathematics, preferably at the college level.
- Recent experience teaching transfer level mathematics, preferably at the college level.
- Experience in utilizing a variety of instructional delivery methodologies, including the use of technology and incorporation of online components.
- Experience and/or interest in utilizing strategies for creating inspiring, supportive, and effective

- learning environments.
- Experience and/or interest in special programs or activities to increase student retention, success, and interest in mathematics.
 - Evidence of participation in professional activities, such as curriculum development, committee service, course work, conferences, etc.
 - Strong academic preparation in mathematics as evidenced by undergraduate and graduate level course work.
 - Experience with and commitment to working with culturally and ethnically diverse groups.
 - Effective oral and written communication skills.

SALARY

The initial salary placement range is \$55,380 - \$83,844 depending on applicable education and experience. Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCF938 in all correspondence. Download the District Academic Application at <http://apptrkr.com/222686>, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

- 1.) Completed District Academic Application.
- 2.) Letter of interest which demonstrates written communication skills and clearly addresses the qualifications relevant to the position.
- 3.) Resume describing educational background, teaching experience and work experience.
- 4.) Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
- 5.) SEPARATE list of completed upper division and graduate level course work relevant to the position. Indicate full title and level of courses, as well as the grade earned. (THIS IS IN ADDITION TO TRANSCRIPTS AND RESUME).
- 6.) SEPARATE list of relevant courses taught and the number of times you have taught each course. (THIS IS IN ADDITION TO RESUME).
- 7.) Copy of relevant California Community College Credential (if applicable).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:

Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, February 13, 2012. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.