INSTRUCTOR, ENGLISH

Application deadline: Thursday, March 5, 2015  4:00 PM

POSITION DESCRIPTION
This is a full-time, tenure-track English instructor position in the School of Language Arts. Under the direction of the Dean, the assignment for the full-service week will be to teach any and all English courses offered by the department including (but not limited to) pre-transfer reading and writing, transfer-level composition, advanced composition, literature, and creative writing; to conduct Success Center workshops/tutoring; and to participate in any other professional responsibilities as identified under 18.2.3 of the faculty agreement.

SCOPE OF ASSIGNMENT
This assignment includes (but is not limited to) the following:
- Instruct classes in English and related subjects in accordance with the established course outlines of record. This includes organizing instruction towards achieving course objectives; participating in the selection of textbooks and other materials; instructing through lecture, discussion, demonstrations, etc.; conferring with students as appropriate; assigning grades; and providing a safe and positive classroom environment conducive to effective learning.
- Maintain professional and ethical standards.
- Remain current in all subject matter areas and in the techniques of effective instruction.
- Work effectively with diverse constituent groups such as business leaders, accreditation organizations, advisory committees, and others.
- Participate in department and college committee work, curriculum and program development, community outreach, Success Center activities, department website development, and other duties necessary for the benefit of the students, the college, the community, and the profession.

MINIMUM QUALIFICATIONS
- Master’s degree in English, literature, comparative literature, or composition OR
- Bachelor’s degree in any of the above AND Master’s degree in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism; OR
- The equivalent (District equivalency form must be completed at the time of application) AND
- Clear sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIABLE QUALIFICATIONS
Preference will be given to those candidates who establish the highest level of professional competency as evidenced by:
- Recent community college experience teaching composition and/or reading at transfer and pre-transfer skill levels.
- Demonstrated ability and commitment to meet student needs and learning outcomes.
- Demonstrated sensitivity to and/or expertise with African-American students, Hispanic students, foster youth, and/or students over the age of 40.
- Recent experience teaching composition and/or reading courses in non-traditional formats, such as a fast-track, accelerated, stretch, hybrid, online, or tutoring.
- Demonstrated involvement and leadership in professional activities and organizations.
- Ability to communicate effectively orally and in writing.

CONDITIONS OF EMPLOYMENT
Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $55,458 (minimum qualifications) to $86,568 (doctorate). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or nationally accredited institution of higher learning.

EXCEPTIONAL BENEFIT PACKAGE
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS).
THE APPLICATION PROCESS

Application and information may be obtained from Chaffey College, Human Resources at www.chaffey.edu or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: http://www.chaffey.edu/humres/Employment%20Opportunities.shtml.

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- **District Application**
  (Completion of all sections is required. Do not mark “See Resume”)

- **Letter of Application**
  (State briefly how you meet the qualifications)

- **Resume**

- **Professional Reference List**
  (Include names, current addresses, phone numbers, and email addresses)

- **Copy of Transcripts**
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

**The Selection Process**

A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

**All application materials must be submitted to:**

**CHAFFEY COMMUNITY COLLEGE DISTRICT**

**Human Resources**

5885 Haven Avenue

Rancho Cucamonga, CA 91737-3002

(909) 652-6528
About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District’s Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website: http://www.chaffey.edu/public_safety/police_clery.shtml.

Chaffey Community College District is committed to equal employment opportunity.