ENGLISH INSTRUCTOR –
ADULT HIGH SCHOOL DIPLOMA PROGRAM
Closing Date: Wednesday, February 9, 2011

POSITION AVAILABLE:
One full-time, tenure-track position beginning in August 2011 to teach English courses in the Adult High School Diploma Program (AHSDP). The successful candidate will report to the Adult High School Department and be expected to provide discipline leadership in the AHSDP. The standard forty (40) hour work week consists of thirty (30) hours of instructional time, including eighteen (18) weekly contact hours and twelve (12) hours for preparation and student evaluation. Of the remaining ten (10) hours, five (5) hours must be dedicated to student contact with a minimum of two (2) hours dedicated to scheduled office hours. The remaining five (5) hours are designated for collegial governance, faculty meetings, curriculum work, etc. Currently the AHSDP courses are offered only at MiraCosta's Community Learning Center, 1831 Mission Avenue, in Oceanside; however, the individual selected for this position will be subject to assignment at any district facility during any hours of operation. To view the AHSDP website, go to http://www.miracosta.edu/ahsdp

REPRESENTATIVE DUTIES:
(E = essential job function)

1) teach any of the English courses offered through the Adult High School Diploma Program (E);

2) provide discipline leadership and liaison with credit English faculty (E);

3) evaluate diagnostic assessment instruments (E);

4) develop, evaluate, and revise curriculum, and student learning outcomes (E);

5) departmental responsibilities such as course scheduling, textbook selection, program review, and other activities as requested (E);

6) actively participate in the governance of the college (E);

7) seek professional development to remain current in the discipline.

Adherence to all District policies and procedures is expected.

MINIMUM QUALIFICATIONS:
To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1) a Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; **OR**

2) a Bachelor's degree in any discipline and twelve semester units of coursework in teaching reading; **OR**

3) a valid appropriate California teaching credential authorizing instruction in a community college; **OR**

4) the equivalent (view the equivalency instructions and guidelines at http://www.miracosta.edu/equivalency.pdf); **AND**

5) sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:
The college seeks candidates who have:

1) a Master's degree in English, literature, comparative literature, reading or composition; **OR** Bachelor's in any of the above and Master's in speech, or education with a specialization in English, reading, or writing;

2) demonstrated success in teaching students from historically underrepresented groups, under prepared or nontraditional students, speakers of other languages, and students with learning disabilities;

3) experience in evaluating diagnostic assessment instruments;

4) evidence of successful leadership and collaboration on committees and projects;

5) demonstrated leadership in the areas of professional and curriculum development;

6) recent experience using computer-assisted instruction;

7) a commitment to continued professional development;

8) strong organizational skills.

APPLICATION PROCEDURE:
Apply online at http://jobs.miracosta.edu. We strongly advise you to read the FAQ (Frequently Asked Questions) and the information on "How to Apply" before starting the application process.

In order to be considered for this position, you must submit the following:

1) Academic application.

2) A cover letter addressed to the Selection Committee describing how your education and experience have prepared you to perform the specific duties listed in this job posting.

3) A current curriculum vitae or resume summarizing your educational background and professional experience.

4a) Transcripts of ALL college coursework. Unofficial or legible copies are acceptable but must indicate that the degree(s) has been awarded, if applicable. If your qualifying degree is in

progress but will be awarded *BEFORE* the position begins on August 15, 2011, you must also include a written statement from your advisor indicating anticipated degree conferral date. If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency.

4b) If applicable, a copy (front and back) of your California teaching credential authorizing instruction in a community college.

4c) Submit an equivalency narrative and supporting documentation IF you do not meet the minimum degree qualifications directly or IF your qualifying degree will not be awarded before the position begins (view the instructions for equivalency requests at http://www.miracosta.edu/equivalency.pdf).

5) Three recent letters of recommendation or an up-to-date placement file.

6) A separate statement describing your personal teaching philosophy.

Note: Please do not submit materials other than those requested above. The committee will not consider them.

If you are a person with a disability and require accommodation with the application and/or interview process, please contact the Human Resources office at least five days prior to the application deadline.

The search committee will review application materials two to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected will be notified by e-mail. For interviewees, the selection process will include a committee interview, as well as possible teaching demonstration and written exercise. Interviewees will cover expenses for their first trip to the campus.

EMOTIONAL EFFORT OF THE POSITION:
Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS OF THE POSITION:
Primarily works in a classroom environment, office, or instructional lab; constant contact with students; subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to impatient, angry and/or verbally aggressive individuals; may work at any district location or authorized facility during day and/or evening hours; occasional local travel may be requested.

PHYSICAL EFFORT OF THE POSITION:
Primarily sedentary with intermittent to frequent standing and walking; intermittent bending and stooping; occasional light lifting, carrying, pulling and/or pushing of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of computer keyboard, mouse or

other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

OFFER OF EMPLOYMENT:

An offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense, 2) tuberculosis clearance, 3) proof of eligibility to work in the United States, and 4) fingerprint clearance.

SALARY POLICY AND FRINGE BENEFITS:

Upon initial employment, full-time faculty members are placed on the salary schedule based on education and years of experience. The maximum initial placement for experience is Step 10. Faculty members are encouraged to continue their professional development through additional study, qualifying them for advancement on the salary schedule.

For current salary schedule and information on salary placement, see our web pages at https://www.miracosta.edu/OfficeOfThePresident/BoardOfTrustees/policy_old/downloads/Academic_Salary_Schedule_2009-11.pdf and http://www.miracosta.edu/OfficeOfThePresident/BoardOfTrustees/policy_old/downloads/POLV.C.pdf

MiraCosta offers a comprehensive package of benefits to all full-time members of the staff and their families. This package includes medical and dental insurance, life insurance, accident insurance and short-term and long-term disability coverage. Faculty members are also covered under the California State Teachers' Retirement System.

ABOUT MIRACOSTA COLLEGE:

MiraCosta College is one of California's 110 public community colleges and is accredited by the Western Association of Schools and Colleges. The college offers an associate of arts degree in both academic and career fields as well as certificates in a variety of vocational and technical fields. The most popular transfer destinations for MiraCosta students are University of California San Diego, San Diego State University, and California State University San Marcos, all within driving distance of the main campus and its two other sites.

COLLEGE VISION:

MiraCosta College seeks to empower students to realize their unique potential. The college strengthens the intellectual, economic, social, and cultural life of the community through its innovative and diverse programs offered in an accessible, caring, and supportive environment. The college meets the challenges of growth and change while adhering to ethical business and responsible environmental principles.

COLLEGE MISSION:

MiraCosta College provides quality instruction and support services that allow students to pursue and achieve their educational goals. The college responds to the needs of its students and community by creating new programs, expanding existing programs, and implementing innovative approaches to teaching and learning that prepare students to be productive citizens in a diverse and dynamic world.

MiraCosta College is an Equal Opportunity Employer and is committed to an educational environment which affirms and supports a diverse faculty and staff.

As per the Clery Act of 1998, the campus security report can be found at
www.miracosta.edu/StudentServices/CampusPolice/righttoknowinfo.htm

MiraCosta College
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