THE POSITION:
Pasadena City College is hiring a full-time, tenure-track Noncredit Adult High School Diploma (English) instructor commencing with the 2015-2016 academic year.

RESPONSIBILITIES OF THE NONCREDIT - ADULT HIGH SCHOOL DIPLOMA (ENGLISH) INSTRUCTOR:
• Teach secondary adult secondary education (ASE) with an emphasis in English, including, but not limited to, high school diploma and GED Test preparation where noncredit courses are offered.
• Lead faculty in the development, assessment, and revision of ASE curriculum.
• Organize and lead staff development for faculty in the areas of ASE.
• Work with local K-12 and other adult education agencies to develop courses and certificates that prepare adult basic skills students to obtain high school equivalency and college-readiness skills.
• Work closely with counseling staff to maintain currency in local and state-level policies as related to adult high school student advising.
• Undertake the divisional and professional responsibilities of a regular faculty member.
• Participate in divisional and college governance activities through committee service and/or other appropriate activities.
• Work collaboratively with noncredit and credit colleagues from other disciplines in order to create inter-curricular pathways for transitioning into workforce or postsecondary education.
• Participate with faculty to develop and assess student learning outcomes. Use the results to improve teaching and learning.
• Work collaboratively with faculty, counselors, and the administration to facilitate the implementation of instructional and support services as required by state-wide and national initiatives such as A886, Workforce Investment Act (WIA) Title II, and Student Success and Support Programs (SSSP).

MINIMUM QUALIFICATIONS:
• Bachelor’s degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism. (Degree must be shown as conferred on transcript. Some degrees may require equivalency. It is the applicant’s responsibility to provide documentation to support equivalent qualifications.)
• Demonstrated success in teaching students from historically underrepresented groups, under prepared or nontraditional students, speakers of other languages, and students with learning disabilities.

DESIRABLE QUALIFICATIONS:
• Master’s in English, literature, comparative literature, or composition, OR a bachelor’s in any of the above AND a master’s in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism.
• Successful teaching experience at the community college level.
• Strong academic preparation in area of instruction.

PROFESSIONAL SKILLS, KNOWLEDGE, AND ABILITIES:
• Knowledge and experience creating adult high school curriculum and delivering adult high school instruction, specifically for high risk, diverse student populations, including second language groups.
• Experience in teaching adult high school curriculum via a variety of innovative delivery methods and models identified as best practices both state-wide and nationally.
• Knowledge and experience in applying new and emerging technologies to facilitate and advance student learning.
• Ability to work collaboratively with colleagues, students, other on-campus groups, off-campus community groups and educational partners.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
REASONS WHY THIS POSITION IS ATTRACTIVE:

• Pasadena City College is respected and supported by its community.

• Pasadena City College is a world-class institution. Thirty percent of our faculty hold doctoral degrees and many of them are graduates of PCC. Many of our support staff are also graduates of PCC and four-year institutions.

• The Academic Senate, Classified Senate, and Management Association are active in the effective shared governance process of the college.

• In spring 2014, Pasadena City College ranked ninth out of 68 community college districts in the number of noncredit sections offered.

• The Pasadena Area Consortium, collaboration with Pasadena Unified School District, is engaged in an AB 86 planning and implementation grant to better serve adult learners.

THE ASSIGNMENT:

Ten Months, 100% - Tenure-track position beginning August 2015.

Thirty-four (34) hours per week consisting of a combination of in-class teaching and preparation for teaching; five and one half (5.5) hours of additional time for student conferences; and five and one half (5.5) hours for professional growth and development, College governance and other professional responsibilities. The College has two 16-week semesters and summer intersession. The Division offers a full range of courses beginning at 7:00 a.m. and ending at 10:20 p.m. Faculty must be available to teach anytime within those hours.

SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is on the District Contract Monthly Faculty Salary Schedule which is available on-line at http://www.pasadena.edu/hr/compensation.cfm.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:

• Successful completion of background and fingerprint clearance and TB screening.

• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by February 18, 2015 will receive full consideration.

Please keep in mind the following:

• If you do not follow the process or your application/resume is incomplete, your information will not be processed.

• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.

• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:

For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. Official District application.

2. A list of at least five references (name, address, phone number, email address, and position).

3. Letter of application addressing your qualifications for this position. Please discuss the ways you meet each of the points listed under “The Responsibilities,” “Minimum Qualifications,” “Professional Skills, Knowledge, and Abilities” and “Desirable Qualifications.”

4. Professional resume.

5. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
6. Three recent letters of recommendation (must be dated within 12 months from date of the application and included with the application packet).

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer