THE POSITION
Under the general direction of the area dean or appropriate administrator, the mathematics instructor will be responsible for providing instruction in all mathematics courses. This assignment may include teaching at any of the college’s campus sites; day, evening, or weekend classes; large lectures or lab classes; distance learning; and using multiple teaching methodologies.

THE DEPARTMENT
The Mathematics Program offers a full range of courses in all levels of mathematics from arithmetic through differential equations and linear algebra. The program serves students seeking improvement in their basic mathematical skills and those desiring development of advanced mathematical methods. Hartnell College’s mathematics program offers an associate of science degree in mathematics, provides students with transfer preparation, and prepares students with prerequisite knowledge for other STEM (Science, Technology, Engineering, and Mathematics) courses. The mathematics faculty work collaboratively with their STEM colleagues to foster student success. Hartnell College’s STEM programs have been awarded multiple Title V, NSF, NASA, and private grants. Through these grants, Hartnell College has provided students opportunities for improved academic success, undergraduate research experience, and internships.

Submit application materials via email, fax, or in person to:

HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 Fax: (831) 755-6937
Email: work@hartnell.edu

http://www.hartnell.edu/employment-hartnell

Application available on our website!

Full-Time/Tenure-Track

MATHEMATICS INSTRUCTOR

Priority screening deadline: April 2, 2015 by 4pm

Open Until Filled
REPRESENTATIVE DUTIES

- Coordinate, plan, organize, and instruct lecture and lab courses as assigned;
- Coordinate, plan, prepare, present, evaluate, and deliver classroom instruction and related activities, including developing and revising curriculum, using computer and advanced technologies in instruction; and maintaining currency in field;
- Offer student advising and assistance;
- 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 discussion;
- Develop and file appropriate syllabi for each course taught, ensuring that each syllabus conforms to required and approved curriculum, has appropriate content and pedagogy, and reflects currency in field;
- Recommend textbooks and other instructional materials, including classroom and laboratory equipment, to dean;
- Keep students informed about their progress through the prompt evaluation and grading of papers and other work;
- Maintain and report accurate and complete scholastic records, including attendance records;
- Participate in program and curriculum review and development;
- Develop and assess student learning and program level outcomes;
- Utilize the results of student learning outcomes assessment to make improvements in teaching and learning;
- Post and maintain office hours for student consultations;
- Participate in student recruitment and articulation programs;
- Participate in faculty recruitment and peer evaluation;
- Colloquially participate in department, college, and discipline-specific activities;
- Participate in assignments and activities that support accreditation, institutional planning, and institutional effectiveness;
- Participate in college governance, including serving on various committees;
- Participate in local, state, regional, and national professional activities and organizations;
- Attend faculty meetings, college assemblies, professional development and orientation activities, and other meetings as called by the dean, vice president, superintendent/president, or designee.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals;
- Ability to work effectively in a participatory governance environment;
- Ability to develop curriculum, including curriculum delivered via various instructional modalities;
- Ability to participate in recruitment and articulation activities with local schools, colleges, and universities;
- Ability to communicate effectively, both orally and in writing;
- Ability to maintain subject matter currency;
- Ability to develop Student Learning Outcomes (SLOs) and to determine their effectiveness in helping students achieve their desired learning outcomes;
- Ability to utilize technology in the delivery of instruction and willingness to explore new technologies for instruction and learning;
- Knowledge of institutional accreditation, planning, and continuous quality improvement;
- Knowledge of and commitment to the California Community College mission;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large

EDUCATION AND EXPERIENCE

- Master’s in mathematics or applied mathematics OR
- Bachelor’s in any of the above AND a Master’s in statistics, physics, or mathematics education OR
- The equivalent. (Applicants applying for equivalency consideration must submit an equivalency form for Equivalency committee review).
- Preference may be given to candidates with prior teaching experience at the community college level.

* Meeting the minimum and/or preferred qualifications does not assure any candidate an interview.

CONDITIONS OF EMPLOYMENT

- Full-time, tenure-track, math faculty position beginning August 13, 2015.
- Starting faculty salary range: $53,906 to $76,575 annually based on 175 days per academic year. Within this salary range, the successful candidate’s starting salary will be based on verified education and teaching experience.
- District paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Employee assistance program, basic life insurance for employee only.
- STRS (state teacher retirement system).
- 403b/457 Options

APPLICATION PROCEDURE

All applicants must provide the following items in order to be considered in the initial screening:

1) A district application for academic service.
2) A letter of application, not to exceed two pages, detailing qualifications, skills, and abilities as they relate to this position.
3) A current resume of all work experience, formal education and training.
4) All college or University transcripts from accredited institutions verifying educational requirement (copies acceptable).

Note: degrees and credits must be from regionally accredited institutions (Title 5 Section 53406). Any degree from a country other than the United States must be translated and/or evaluated by a NACES approved evaluation service.

Only materials requested will be forwarded to screening committee.

It is the applicant’s responsibility to be sure that all required materials are in the Human Resources Office by 4 p.m. on the priority screening deadline. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

Job flyer dates 3/4/15-OUF; priority screening 4/2/15