Position Description:
Los Angeles Mission College is seeking applicants for three tenure track positions as Instructor of Mathematics beginning August 24, 2011.

Applicants must be available for schedules that may consist of day, evening and/or weekend classes, and may include off campus classes.

Salary and Benefits:
The starting salary ranges from $47,600 – 74,110 for the 10 month academic year, depending on experience and professional preparation (additional doctoral stipend of $300 per pay period for applicants possessing a doctorate degree from an accredited institution). An excellent benefit package which includes medical, vision, dental, and life insurance is available for the employee and eligible dependents.

State Minimum Qualifications:
- Master’s in mathematics or applied mathematics OR Bachelor’s in either of the above AND Master’s in statistics, physics, or mathematics education OR the equivalent.

(Note: Applicants chosen for an interview who have not yet earned a Master’s degree at the time of application and who expect to receive their master’s degree by July 1, 2011 must bring the following additional application materials to the interview: (1) an up-to-date transcript (unofficial), (2) a photocopy of the degree requirements from the school catalog, and (3) proof of current course enrollment.).

Desirable Local Qualifications:
- Minimum two years’ experience teaching mathematics at the college or university level.

Experience in using courseware technology in the classroom and an interest in developing computer/internet-based curriculum such as modular or hybrid online courses.
- Strong communication skills in oral and written English.
- Demonstrated experience with and sensitivity to the learning needs of underprepared students.
- Demonstrated ability to instruct students with widely varying mathematical backgrounds.
- Demonstrated experience with tutoring or math lab centers.
- Knowledge of current Computer Science curriculum trends and issues.
- A strong commitment to professional growth.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, ethnic and cultural backgrounds of community college students, including those with physical and/or learning disabilities.
- Knowledge of different learning styles and teaching techniques.
- Willingness to participate in extracurricular student activities.

Duties and Responsibilities:
- The regular teaching load is 30 units per year selected from a range of courses. During the 10 month academic year this translates into 15 teaching hours and 5 office hours per week, and additional weekly hours as needed to adequately address all other department and college duties and responsibilities.
- Advising, assisting, and mentoring students to promote student learning and student success.
- Participation in curriculum review, revision and development.
- Participate actively and creatively in staff assignments that advance department goals.
- Participation in professional development activities and keeping current and competent in the academic discipline.
- Maintain all necessary student records and class information.
- Comply with all department and administrative deadlines and requests for information.
- Participation in the accreditation processes of the college.
- College-wide committee membership aimed at advancing the goals and objectives of the college.

Diversity Programs:
The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301). Los Angeles Mission College is an Equal Opportunity Employer.
**Application Procedure:**

Applicants shall submit the following:

- A cover letter of interest that addresses the qualifications outlined for this position.
- A Los Angeles Community College District application form, which can be obtained at [http://info.laccd.edu/acadjobs/jobs/application.asp](http://info.laccd.edu/acadjobs/jobs/application.asp) The application form must be signed.
- A current resume.
- Unofficial transcripts from accredited institutions with evidence of degrees awarded (official transcripts are required at time of hiring). Documentation from an approved foreign transcript evaluator is required for degrees awarded abroad.
- Three letters of recommendation from professional references including the name, position title, address, telephone number, and relationship to the applicant. Letters of reference MUST be included in the packet and may not be sent separately.
- Documentation of equivalency (if applicant does not meet the minimum qualification).
- All application materials must be received in one packet. Materials submitted electronically or via fax will not be considered. No incomplete packets will be reviewed.

**The Hiring Process**

1) The hiring committee will review all complete applications received. The committee screening will monitor applications for minimum qualifications and for additional qualifications as outlined in the job description.

2) Selected candidates will be invited for a campus interview following the screening. Those applicants who are not chosen for an interview will be notified by the Academic Affairs Office by U.S. mail. No travel expense support is available to out of state candidates.

3) Candidates chosen for an interview will be given complete instructions on required materials and preparation for the interview. This information will be sent by U.S. mail and email with confirmation of interview appointment.

4) Based upon committee recommendation, finalists will be notified by the President’s office and will return to campus for a second interview with the President of the College and Vice President of Academic Affairs. The President will make the final decision on which candidate to forward to the District office for final approval.

5) The LACCD District office will require official transcripts before an official offer is made and will make the final determination on eligibility for hire and salary.

**Application packet must be received by**

**Monday, June 20, 2011 by 4pm**

**Mail completed application packet to:**

Academic Affairs Office  
Attn: Mathematics Selection Committee  
Los Angeles Mission College  
13356 Eldridge Avenue  
Sylmar, CA 91342  
Phone: (818) 364-7632

Hand delivered application packets must be delivered to the Academic Affairs Office Monday through Thursday from 9:00 a.m. to 4:00 p.m.

**Announcement of Employment Opportunity**

**MATHMATICS INSTRUCTOR**  
(Full Time)  
(Three Tenure Track Positions)  
BEGINNING FALL 2011  
LOS ANGELES MISSION  
COLLEGE  
LOS ANGELES COMMUNITY  
COLLEGE DISTRICT

Applicants should be aware that our ability to fill all posted positions is contingent on changing fiscal conditions and therefore positions may be withdrawn. Applicants will be informed of any change in hiring plans.

**DEADLINE: JUNE 20, 2011, 4:00 P.M.**

An Equal Opportunity Employer