English Instructor  
CR04-05 (Tenure Track Position)

College Web Address: www.cabrillo.edu

Application Deadline: Thursday, February 19, 2004 by 4:00 p.m.

Starting Salary Range: $47,533 to $70,633 per year depending on education and experience; maximum salary on the faculty salary schedule is $89,590 per year. Cabrillo College provides a doctoral stipend of $3,074 per year for eligible contract faculty.

Benefits: Cabrillo College provides a benefit stipend up to $4,800 per year for employees only and up to $8,492 per year for employee plus one dependent, and $11,648 per year for employee plus two dependents, for medical, dental, life and long-term disability insurance.

Days per Year: This is a full-time 175-day assignment, comprised of four classes per semester.

Start Date: Position scheduled to begin Fall 2004, pending funding and Governing Board ratification. Assignments may include distance education courses and may be held at various campus locations; days, evenings, and/or weekends.

About Cabrillo College  
Situated on Monterey Bay in the county of Santa Cruz, CA, Cabrillo College transfers many of its students to three nearby universities - the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo College is one of the most highly regarded community colleges in the state, both for its high transfer rate and the success of its transfer and occupational students. Over the last five years, major reconstruction of the Computer Technology Center and Library/Learning Resources Center has provided faculty and students with some of the most up-to-date instructional technology in California. For more information, please visit our web site at http://www.cabrillo.edu.

The English Department offerings range from basic skills (200-level) courses, to transfer composition courses required by UC and CSU, to literature courses required of English majors transferring to UC and CSU. The composition sequence (English 290/255, English 100, English 1A, English 1B, and English 2) constitutes the bulk of our sections. Cabrillo generally offers about 100 sections of these courses each semester, in addition to approximately 80 lab co-requisites administered through the Writing Center (part of the English Department) and Watsonville Center’s Integrated Learning Center. The composition sequence is offered in an increasingly varied
format, including online, at off-campus sites, and during Wintersession. Through our
program, students produce Cabrillo College’s literary journal Porter Gulch Review
and, in conjunction with Journalism, The Voice.

The faculty at Cabrillo College has a long history of shared governance and
participation in all levels of decision-making at the college. To teach at Cabrillo is an
opportunity to learn, to collaborate, to create, and to make a difference in the lives of
our students and our community.

**Position Description**

- Teach all levels of composition courses and various literature or creative
  writing courses as described in the college catalog to a multi-cultural student
  population.
- Other professional assignments include participation in various faculty
  committees, attendance at faculty meetings, and related duties as required or
  assigned.

**Qualifications**

**Required Education from a U.S. Department of Education recognized accredited organization:**
- **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**
- A lifetime California Community College Instructor Credential in Language Arts and
  Literature **OR**
  the equivalent.

**Equivalency**
Candidates whose degrees are other than the specific minimum qualification or
credentials listed under “Required Education” **MUST** provide documentation, as part
of this application process, sufficient to convince the committee that the candidate
does possess the equivalent of these minimum qualifications, including the depth and
breadth of discipline knowledge plus general education. Further information may be
obtained at [http://www.cabrillo.cc.ca.us/busserv/personnel/jobs.html#equal](http://www.cabrillo.cc.ca.us/busserv/personnel/jobs.html#equal).

**Required Professional Expertise**
1. Knowledge of and commitment to teaching strategies and methods, which
   enhance student success at community colleges.
2. Effective oral and written communication skills.
3. Demonstrated ability to teach the courses and effectively perform the duties
   (teaching demonstration will be part of interview)
4. Ability to communicate well with students of diverse academic, ethnic,
   socioeconomic, and cultural backgrounds, including students with disabilities.
5. Ability to work cooperatively with others.

**Desired Qualifications/Performance Expectations:**
1. Ability to speak a second language (Spanish preferred)
2. Basic skills instruction experience
3. Experience in computer-aided/online instruction
4. Experience in teaching limited English proficiency (LEP), Spanish-speaking, and underrepresented populations
5. Leadership experience which includes active participation in curriculum development, department committees, college governance, and community outreach
6. Experience teaching a wide range of literature courses (from Shakespeare to Multicultural)
7. Recent, successful teaching experience

**Please Note:** To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

**Selection Process**
A committee will review applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a thorough and detailed application. All materials submitted will be used to assess each candidate’s qualifications and determine the possible match between their qualifications and the assignment. A limited number of candidates will be invited for an interview slated for approximately late March through early April, 2004.

**How to Apply**
Application forms may be obtained through Cabrillo’s web site: http://www.cabrillo.cc.ca.us/busserv/personnel/jobs OR our office location. To be considered, each candidate MUST SUBMIT to the:

CABRILLO COLLEGE, HUMAN RESOURCES DEPARTMENT
6500 SOQUEL DRIVE, APTOS, CA 95003
OR Fax to (831) 477-3545

1) Completed and signed Cabrillo College application.
2) Cover letter, which states how the candidate specifically meets the qualifications.
3) Job-related resume.
4) Verification of educational qualifications:
   • Transcripts from all colleges attended (copies are acceptable). If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   • Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination (as it relates to equivalency if candidate does not possess a credential or meet the minimum qualifications).
6) Three recent (within the last 3-5 years) job-related letters of recommendation, which address the candidate’s ability to perform the duties of this position.
7) A brief (not to exceed two pages), clearly identified, separately attached statement defining the challenges and goals of today’s community college composition teacher.
8) Criminal History Inquiry Supplemental Form.
Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials **MUST** be received in the Human Resources Department by 4:00 p.m., Thursday, February 19, 2004. **(No postmarks accepted)**

*Please Note:* Cabrillo College will be closed beginning Wednesday December 24, 2003 and will reopen on Friday, January 2, 2004 for the receipt of application materials.

*Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.*