Employment Opportunity

Reading Lab Director/Instructor
CR06-21 (Temporary, 100% assignment 2006-2007 year)
Pursuant to Ed Code 87481/82
Apply by: Thursday, June 15, 2006

This is a temporary contract position only. Individuals who would automatically acquire probationary/contract/tenure track status due to prior employment with Cabrillo College are not eligible for appointment to this temporary position.

Starting Salary Range: $46,968 to $72,046 for this temporary one-year assignment, depending on education and experience. Maximum salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,135 per year for eligible contract faculty.

Benefits: Cabrillo College provides a current benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Days per Year: 175-day temporary (one year assignment).

Beginning Date: This temporary one year assignment for academic year 2006-2007 is pending funding and Governing Board ratification. Assignment may include distance education courses and may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College
Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. 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’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Currently, facility planning and major construction is under way on campus for a new Student Services Complex, Arts Education facilities and a Health Care Education Center.

Faculty at Cabrillo College have 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.
About the Community

Santa Cruz County (population 260,372), is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Approximately 32% of Cabrillo College students are from underrepresented populations, with 24% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 75% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

About the Department

The Reading Department is looking for a temporary faculty member to join us in our pursuit of student success and professional excellence. This is a 36-hour per week position. Teaching assignments may include all levels of lab- and classroom-based reading courses, from basic skills through transfer-level curriculum; lab instructor assignment includes overseeing the lab's day-to-day activities and other program chair responsibilities outlined below. The Reading Department is committed to working with other college departments to help students to be successful in all of their classes, AA and certificate programs, and transfer opportunities. Hundreds of students enroll at the Reading Center every semester. It is a bustling center for reading activity, located adjacent to the Writing Center and ESL labs, Learning Skills (testing and counseling), Tutorial Center, and the Language Lab, for maximum student access to tutoring services.

Example of Assignments

Assignment may include but is not limited to:

- Direct the day-to-day activities in the Reading Center, including the lab-based courses and classes offered by the Reading Center
- Hire, train, and supervise Reading Center staff
- Teach reading or literature courses as necessary. In the event of program changes, primary duties may be changed to Reading Instructor, who will teach a variety of reading classes, from basic skills, associate and transfer reading courses
- Prepare and manage the Reading Center budget and order supplies
- Assist in the evaluation of adjunct reading instructors
- Ensure proper operation, maintenance, and security of Reading Center facilities and equipment
- Work closely with the Assessment Office to evaluate reading assessment tools
- Submit program plan updates and other department reports
- Provide textbook readabilities for Cabrillo College instructors
- Work with reading faculty to develop and refine curriculum

Professional assignments include participation in division, department, and college-wide meetings; curriculum and program development; and other related duties.
Qualifications

Required Education and Licensure Qualifications:
1) *Master’s degree in education with a specialization in reading or teaching reading OR
   Bachelor's degree in any academic discipline AND 12-semester units of coursework in
   teaching reading AND Master's degree in English, literature, linguistics, applied linguistics,
   composition, comparative literature, TESL, or psychology OR a lifetime California
   Community College Instructor credential in reading OR the equivalent.

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 or perform the duties effectively as described
   above (teaching demonstration will be part of the 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.

Equivalency
Candidates without the specified degrees listed above must complete and submit an
Application for Equivalency Determination. Additionally, candidates must provide documentation,
as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent
of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education.
Further information and application for equivalency forms may be obtained at
www.cabrillo.edu/services/hr/app/index.html.

*Note: Graduate students currently working on a Master’s degree are encouraged to apply,
with the understanding that the degree must be completed and confirmed by July 1, 2006.

Required Discipline-Specific Performance Expectations:
1) Demonstrated ability to teach beginning through advanced reading classes at the
   college level.
2) Ability and willingness to assume administrative tasks such as scheduling, faculty and staff
   evaluations, and budget management.
3) Demonstrated ability to work with faculty in reading and other disciplines to foster student
   success in all of their coursework.
4) Evidence of continued education and/or improvement of scholarship and teaching skills.

Desired Discipline-Specific Qualifications:
1) Experience with innovative teaching methods, including instructional use of computers.
2) Knowledge and understanding of the diverse learning and sociological needs of community
   college students, particularly, in basic skills.
3) Experience in a lab, learning center, and/or tutorial program.
4) Experience teaching in/or developing curriculum for content-area reading (reading across
   the curriculum).

Starting Date
Temporary 100% assignment scheduled to begin Fall semester 2006, pending funding and
Governing Board ratification.
**How to Apply**  
Application forms may be obtained through Cabrillo’s web site:  
[http://www.cabrillo.edu/busserv/personnel/jobs](http://www.cabrillo.edu/busserv/personnel/jobs) OR our office location.  
To be considered, each candidate MUST SUBMIT to:  

Cabrillo College Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831)479-6217  
Fax: (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) OR official proof of request for transcripts. 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 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 outlining your concept of the community college philosophy.  
8) Criminal History Inquiry Supplemental Form. 

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening. 

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. 

**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. The above 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 summer, 2006. 

**Application Deadline**  
All application materials MUST be received in the Human Resources Department by 4:00 p.m., Thursday, June 15, 2006. (No postmarks accepted). 

*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.*