

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline:** March 18, 2019, at 5:00 p.m.

## **INSTRUCTOR – SPANISH LANGUAGE**

Full-time, tenure track

### **DUTIES**

- Instructs Spanish language undergraduate courses for both non-native and native speakers of Spanish; coordinates the World Languages department; coordinates Language Lab activities with the full-time ESL instructor.
- Meets classes and conducts finals as included in the schedule of classes; prepares classroom presentations, student activities, and assignments; teaches class hours; evaluates student's performance based on quizzes, comprehensive examinations, finals and/or other assignments appropriate to the course outline; teaches courses in accordance with the description published in the catalog, the course outline, and the schedule of classes; prepares a syllabus for each course and distributes it to students at the first class meeting and/or electronically; posts and maintains office hours; prepares and submits accurate and timely student reports; participates in curriculum development, review modification and deletion; maintains currency in the classroom as necessary; provides input and assistance to the Dean regarding the schedule of classes, schedule changes, and the recruitment and assignment of part-time faculty in the discipline; collaborates with the Lake and Willits Centers concerning classes in the discipline.
- Reports on time for assignments, including classes and meetings; attends in-service days, commencements, and faculty meetings as scheduled; completes required flex hours for professional development purposes; serves on college committees; participates in full-time and part-time faculty evaluations; may supervise student workers in the discipline; participates in the development of an annual budget for the discipline, submits purchase orders, maintains related records; participates in the completion of program review; develops and assesses student learning outcomes in the discipline; participates in the processes of shared governance; secures and properly stores equipment assigned to discipline; conducts a periodic inventory of equipment; participates in activities to promote articulation with local high schools and four-year colleges as mutually agreed upon with the Dean.

### **QUALIFICATIONS**

- Master's in the language being taught **OR** Bachelor's in the language being taught **AND** Master's in another language or linguistics **OR** the equivalent
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Knowledge of: Subject matter for the full range of Spanish courses offered and related teaching practices; community college mission.
- Ability to: Effectively instruct assigned courses, including beginning, intermediate and advanced Spanish language classes in reading, writing, listening and speaking as well as classes for native Spanish speakers, using a variety of techniques and methods of delivery; evaluate and develop curriculum and instructional materials; assess student academic progress; develop course schedules; stay current in the subject area through continued professional development and active involvement

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in professional organizations and activities; evaluate faculty; maintain records; prepare reports; deal effectively with a wide variety of personalities and situations using sound judgment; work effectively with students, faculty, staff and the community; communicate effectively both verbally and in writing; work variable locations and hours, including evenings and weekends.

**ASSIGNMENT:** This is a full-time, tenure track position. The start date for this position will be August 16, 2019. This assignment may include day, evening, and weekend classes, as well as travel to, and instruction at, off-campus centers within the District.

**SALARY AND BENEFITS:** The annual starting salary is \$56,513 - \$81,077 commensurate with education and teaching experience. There is also a stipend for an earned doctorate. The full-time faculty salary schedule is posted at: [http://www.mendocino.edu/tc/pg/1323/salary\\_schedule\\_faculty\\_full.html](http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html) . Ten days of sick leave are earned annually. The District provides an outstanding health and welfare package including: family medical, dental, and vision benefits. Employee life insurance is also provided. Faculty participate in the CalSTRS retirement system.

**APPLICATION PROCEDURE:** By March 18, 2019, at 5:00 p.m., please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College academic application and Voluntary Applicant Survey: [http://www.mendocino.edu/tc/pg/1316/forms\\_applications\\_for\\_employment.html](http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html)
- CV including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable. Official copies of transcripts are required upon employment.
- List of three current references.
- Letter of interest addressing qualifications for the position.
- A written response to the following (up to two pages total):
  1. Describe your interest in teaching at a rural community college with a diverse student body. Explain how your skillset, knowledge, and education prepare you to serve our students.
  2. Describe the innovative teaching methods (including any instructional technologies) you have employed or would employ in working with Spanish language learners who have varied levels of skills, abilities, language and cultural experiences. (Answer this question in Spanish and English.)
- If meeting the state-mandated minimum qualifications based on equivalency, attach a written statement explaining how your qualifications are equivalent.

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

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**THE COLLEGE:** Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, and Hispanic Serving Institution, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

*Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*