



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

FULL-TIME, TENURE TRACK ENGLISH INSTRUCTOR

Lake Tahoe Community College District announces an opportunity to work as a full-time, tenure track instructor in the English department with a focus on serving underprepared students in foundational skills. LTCC is an English acceleration college and is looking for a candidate to bring expertise to this endeavor.

RESPONSIBILITIES:

- Teach assigned courses in the English curriculum particularly in the basic skills area and acceleration in English.
- Develop curriculum and maintain a comprehensive instructional program in the English department.
- Develop, maintain, and assess student learning outcomes for appropriate courses.
- Develop departmental budget and class schedules.
- Select textbooks.
- Assist with the selection and coordination of adjunct faculty in the department as needed.
- Consult with appropriate college faculty.
- Participate in full-time faculty responsibilities including faculty and departmental meetings, departmental planning, community liaison, curriculum development, and committee assignments.

REQUIRED:

ENGLISH

- Master's in English, literature, comparative literature, or composition **OR** Bachelor's in any of the subjects mentioned prior **AND** Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism **OR** the equivalent.

NOTE: Applicants who claim equivalent qualifications shall provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications of the area for which they are applying. It is the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

- **Demonstrated ability** to teach English courses at the community college level with expertise in serving underprepared students in foundational and basic skills.
- **Demonstrated ability** to perform all of the responsibilities listed above
- **Demonstrated sensitivity** to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

PREFERRED:

- Ability to utilize innovative teaching practices, including participatory and critical thinking methodologies
- Familiarity with characteristics of community college students
- Understanding of small college environment
- Interest in and ability to incorporate technology in the teaching/learning process
- Ability to work independently
- Ability to teach in another discipline

A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. Letter of application indicating reasons for interest in position (limit to 500 words or one page please)
2. District application
3. Supplemental application
4. One page statement per discipline demonstrating equivalency IF you are claiming an equivalency
5. Transcripts of all post-secondary education (copies acceptable)
6. Current resume
7. Applicant demographic survey (optional)

Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS

This position is open until filled; however, to ensure consideration, complete application packets should be received by **noon on Monday, April 3, 2017.**

B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about Thursday, April 13, 2017. Interviews are tentatively scheduled for April 27th and 28th, 2017. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is September 2017, or as soon as mutually agreed.

C. COMPENSATION

Starting salary: \$51,013 – \$79,995 annually, dependent upon education and experience

The District provides a comprehensive benefit program for employees and their families as well as membership in the California State Teachers' Retirement System (CalSTRS). Most benefits apply to employees and dependents.

D. THE COLLEGE

Located in the beautiful Sierra Nevada Mountains, Lake Tahoe Community College offers students the opportunity to pursue an Associate in Arts degree, study for university transfer, acquire career and technical skills, complete general education requirements, or pursue lifelong learning. The college is widely recognized as the hub of culture and education for the surrounding community.

The college was established in 1974 and is situated on a 160-acre forested site only two miles from Lake Tahoe and Heavenly Mountain Resort. The current physical plant of the college was first constructed in 1988 and has expanded to 170,000 square feet, including first class physical education, art, and theater buildings. A 20,000-square foot library opened in 2006, and an art gallery opened in 2007. The campus houses the Child Development Center, a model child care facility that accommodates children from six weeks through six years of age. The District also has a well-established and integrated planning and resource and allocation process supported by its participatory governance structure. The District recently received a reaffirmation of accreditation in February 2013.

SOUTH LAKE TAHOE COMMUNITY AND AREA

South Lake Tahoe, California is on the southern shore of Lake Tahoe at an elevation of 6,250 feet and has 30,000 permanent residents. It is an easy 60 mile drive east to Reno with Sacramento is a short 100 miles west, with both cities providing major airports, attractions and amenities of large metropolitan areas. The Lake Tahoe area boasts more than 300 days of sunshine a year, with average winter temperatures of 18 to 36 degrees; summer maximums average a pleasant 78 degrees. The Tahoe region is commonly referred to as the World's Playground with world-class hiking, skiing/riding, kayaking, fishing, camping, restaurants and other recreational opportunities.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Lake Tahoe Community College adheres to Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973 and is an Equal Opportunity Employer.

F. SPECIAL ACCOMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*
humanresources@ltcc.edu

All inquiries are considered confidential.



LAKE TAHOE COMMUNITY COLLEGE DISTRICT
 One College Drive
 South Lake Tahoe, CA 96150

Position: _____

Date: _____

APPLICATION FOR ACADEMIC EMPLOYMENT

Please complete each of the following sections. Candidates wishing to apply for more than one position must submit duplicate materials for each vacancy.

Name _____ E-mail _____

Mailing Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

ACADEMIC PREPARATION

Attach unofficial transcripts showing college/university degrees conferred.

College/University Name and Location	Units Completed Sem/Qtr	Major	Degree

CALIFORNIA COMMUNITY COLLEGE CREDENTIALS (if any)

TYPE OF CREDENTIAL	SUBJECT MATTER AREA	EXPIRATION DATE

WORK EXPERIENCE

List all occupational and teaching experience within the last ten years. List most recent experience first.

1. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE		PHONE		
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

2. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

3. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

4. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

LANGUAGES

Other than English, please list any language(s) you speak or write fluently: _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____ ***If yes, please describe in full on a separate page.***

Should you be offered employment can you provide proof of eligibility to work in the United States at Lake Tahoe Community College? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my educational and professional history, including reference checks whether or not the names were supplied by me.

Signature of Applicant

Date

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

ENGLISH INSTRUCTOR

SUPPLEMENTAL APPLICATION

Please answer the following questions on a separate page, limiting your responses to about one-half page for each question; do not refer to resume. Every effort should be made to demonstrate your qualifications for this position.

1. Describe how your academic background and experience relate to this position.
2. Describe your perception of the role of a faculty member in a small community college.
3. Please tell us about your most recent research project, article written, or any other effort to stay current in your field.
4. What steps have you taken or would you take to remove barriers typically experienced by the wide-range of students who attend community colleges? Is there an experience you can share that demonstrates your sensitivity to diversity and those from culturally or economically diverse backgrounds?

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes If yes, please call Human Resources at (530) 541-4660, ext. 226.		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150