

**ASSOCIATE FACULTY INSTRUCTOR POOLS
(Part-Time/Temporary Instructors)**

Background: The intent of the pools is to create a list of qualified applicants who are interested in teaching on a temporary part-time basis in the various disciplines. Associate Faculty are employed by semester and may teach up to a maximum load of 33.5% per primary term.

APPLICATION FILING DATE: OPEN

DUTIES:

All Associate Faculty are responsible for:

- A. Preparation for teaching assignment.
- B. Effective classroom management and teaching.
- C. Maintenance of classroom records, attendance, grades, etc.
- D. Professional growth and development, including currency in teaching area.
- E. Performance of related duties as assigned by Department Chair and/or Area Dean.

MINIMUM QUALIFICATIONS:

1. Possession of a California Community College Credential authorizing instruction in the correct discipline: **OR**
2. Meet minimum qualifications to teach in the discipline as defined by Butte-Glenn Community College District standards (see list):
 - a. Disciplines Requiring a Master's:
 - Possession of a Master's degree in either the discipline or a closely related discipline.
 - b. Disciplines Not Requiring a Master's:
 - Possession of a Bachelor's degree and two (2) years full-time related experience
OR
 - Possession of an Associate's degree and six (6) years full-time related experience.
(Include letter(s) from current and/or previous employers verifying this experience; including position/duties, dates of employment, and percentage of time worked each year.)
- OR
3. The equivalent to District minimum qualifications described above. Equivalency may include any combination of education, training, teaching, or related employment experience that would be approximately equal to the minimum qualifications in the field. (Applicants wishing to be considered for employment under District equivalency standards must submit a detailed statement explaining why you feel you possess the equivalent in the required field.)
4. Possess the ability to effectively interact with persons of diverse socioeconomic, cultural and ethnic backgrounds.
5. Must meet and maintain the physical standards necessary to carry out the requirements of this position. (TB test clearance is the minimum standard for all Associate Faculty positions).

SALARY:

Starting \$48.71 - \$53.71 per hour of instruction. Placement on salary schedule is dependent upon education and/or experience.

APPLICATION INFORMATION:

Department of Human Resources (800) 933-8322
 Butte-Glenn Community College District (530) 895-2400
 3536 Butte Campus Drive FAX: (530) 895-2836
 Oroville, California 95965-8399
 (Hearing Impaired Line Only) TDD: (530) 895-2817

- Applications are available in the Department of Human Resources on the main campus, on our website <http://www.butte.edu/hr> or call to have an application mailed/emailed to you.
- Questions? Contact Human Resources at (530) 895-2400 or email humanre@butte.edu.
- Submit applications by fax or deliver to the Department of Human Resources on the main campus.
- Normal office hours Monday – Thursday: 7:30 a.m. – 5:00 p.m. Fridays: 8:00 a.m. – 12:00 p.m.

APPLICATION REQUIREMENTS – Read Carefully

To be considered, applicants are required to submit one (1) set of application materials of all required documents to the Department of Human Resources on the main campus. All materials submitted become District property and will not be returned. Incomplete applications will not be forwarded for further consideration. **Applications will only be kept on file one (1) year from date of initial submission.**

REQUIRED DOCUMENTS

- BUTTE COLLEGE ACADEMIC APPLICATION:**
All applications must be made on a Butte College Academic Application. All applicable parts of the application must be completed. **AN APPLICATION WITHOUT A SIGNATURE OR WITH THE WORDS "SEE RESUME" OR SIMILAR PHRASE WILL NOT BE ACCEPTED.**
- TRANSCRIPTS OF ALL ACADEMIC WORK:**
 - Legible copies showing degrees granted and date granted are acceptable at this point in the process. Official transcripts must be submitted prior to hire. Please provide transcripts for **all** course work and degrees listed in your application materials.
 - Foreign transcripts **must** include a U.S. evaluation **and** translation. Please contact the Department of Human Resources for a list of agencies providing this service.
- LETTER OF APPLICATION:**
Attach a letter specifying discipline of interest (refer to discipline list contained within this announcement).
- DISCIPLINES NOT REQUIRING A MASTER'S DEGREE:**
Attach letter(s) verifying experience (as previously noted in Minimum Qualifications).
- DIVERSITY STATEMENT:**
Butte College serves a diverse population. On a separate sheet of paper, address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population.

Only Required Documents will be considered

PRE-EMPLOYMENT REQUIREMENTS:

1. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered a position, you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.
2. Education Code § 87408.6 states that a person can be employed by a community college district in an academic or classified position if:
 - He/she can produce a certificate showing examination within the past four years and was found to be free of communicable tuberculosis **OR**
 - He/she will submit to an examination within sixty (60) days to determine that he/she is free of active tuberculosis.

DISCIPLINES REQUIRING A MASTER'S* DEGREE:

- | | |
|---|--------------------------------|
| Accounting | Interdisciplinary Studies |
| Agriculture | Journalism |
| Anthropology | Law |
| Art | Learning Assistance Instructor |
| Biological Sciences | Library Science |
| Business | Management |
| Business Education | Marketing |
| Chemistry | Mass Communication |
| Child Development/
Early Childhood Education | Mathematics |
| Communication Studies | Music |
| Computer Science | Nursing |
| Counseling | Nutritional |
| Dance | Science/Dietetics |
| Drama/Theater Arts | Philosophy |
| Earth Science | Photography |
| Ecology | Physical Education |
| Economics | Physics/Astronomy |
| Education | Political Science |
| Engineering | Psychology |
| English | Reading |
| ESL | Recreation |
| Ethnic Studies | Administration |
| Family & Consumer
Studies/Home Economics | Religious Studies |
| Foreign Languages | Social Science |
| Geography | Sociology |
| Health | Special Education |
| History | Women's Studies |
| Humanities | |

**Not all disciplines listed above are offered at Butte College*

DISCIPLINES NOT REQUIRING A MASTER'S* DEGREE:

- Addiction
- Paraprofessional Training
- Administration of Justice
- Adult Education
- Agriculture Business & Related Services
- Agricultural Engineering
- Agricultural Production
- Animal Training & Mgmt
- Architecture
- Auto Body Technology
- Automotive Technology
- Banking & Finance
- Broadcasting Technology
- Building Codes & Regulations
- Ceramic Technology
- Coaching
- Commercial Art
- Computer Information Systems
- Computer Service Technology
- Construction Mgmt
- Construction Technology
- Cosmetology
- Culinary Arts/Food Technology
- Diesel Mechanics
- Drafting
- Electronic Technology
- Emergency Medical Technologies
- Environmental Technology
- Fashion & Related Technologies
- Fire Technology
- Forestry/Natural Resources
- Graphic Arts
- Health Care Ancillaries
- Health Information Technology
- Industrial Safety
- Industrial Technology
- Interior Design
- Jewelry
- Licensed Vocational Nursing
- Machine Tool Technology
- Manufacturing Technology
- Media Production
- Multimedia
- Nursing Science/Clinical Practice
- Office Technologies
- Ornamental Horticulture
- Photographic Technology / Commercial Photography
- Plumbing
- Printing Technology
- Real Estate
- Respiratory Technician
- Respiratory Technologies
- Restaurant Management
- Retailing
- Sign Language
- Sign Language, American
- Small Business Dev
- Stagecraft
- Telecommunication Technology
- Travel Services
- Welding

**Not all disciplines listed above are offered at Butte College*

IMPORTANT

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

ABOUT THE COLLEGE

Butte College, located on a 928 acre wildlife refuge in the Sierra Nevada foothills of Northern California, is a fully accredited two year community college and a national leader in sustainability. In 2011, the college made history by becoming the first "grid positive" institution of higher education in the country. With 25,000 solar panels, the college now produces more than enough clean solar energy to fully offset its electric bill. The college offers associate of arts and associate of science degrees, along with certificates in nursing, fire, law enforcement, building inspection, welding, automotive, business, and accounting, among others. The college is the second largest employer in Butte County, and serves over 21,000 students annually. Butte College faculty and staff are committed to helping students achieve success in all aspects of campus life from academics to extracurricular activities. Graduates leave the college ready to transfer to other public and private four year institutions. Butte College transfers more students to California State University, Chico, than any other community college. The college's international honor society for two year colleges has long been recognized as one of the best in the country. The college received its re-accreditation by the Western Association of Schools and Colleges in 2009. "Students First" has always been a key value for Butte College and we remain dedicated to providing the best educational experience for our students.

ABOUT THE COMMUNITY

Butte College is located in the heart of Northern California, just 75 miles north of Sacramento and three hours Northeast of San Francisco. The area is located in Oroville with centers in Chico and Glenn County. The city of Chico is recognized as one of the Top 10 Art Towns in America, and is home to Bidwell Park—one of the largest municipal parks in the nation, along with Lake Oroville—the second largest lake in California. A growing community, Chico offers cultural activities: music, art and theater, all in close proximity to California State University, Chico. *Bicycling Magazine* named Chico as the best town in the U.S. for bicycling. Oroville is the gateway to great Northern California recreational opportunities including: fishing, hunting, boating, cycling, and skiing. *Bassmaster Magazine* ranked Lake Oroville the best bass fishing lake in California while another leading attraction is Feather Falls -- a magnificent 640-foot waterfall which is named the sixth tallest waterfall in the United States.

The Butte-Glenn Community College District hires only U.S. citizens and lawfully authorized alien workers. After employment is offered, all new employees shall submit, within three (3) days to the Department of Human Resources, required documentation establishing (a) personal identity, and (b) authorization to work in the U.S.

It is the objective of the Butte-Glenn Community College District to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

It is the policy of Butte-Glenn Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries may be addressed to the Director of Human Resources, Claudia Trujillo at (530) 895-2400.

Butte-Glenn Community College District

Part-Time/Temporary

ASSOCIATE FACULTY INSTRUCTOR POOLS



BUTTE COLLEGE

**Application Filing Date
OPEN**