**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
      - 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).

**DUTIES:**

All Associate Faculty are responsible for:

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

**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
- Agriculture
- Anthropology
- Art
- Biological Sciences
- Business
- Business Education
- Chemistry
- Child Development/Early Childhood Education
- Communication Studies
- Computer Science
- Counseling
- Dance
- Drama/Theater Arts
- Earth Science
- Ecology
- Economics
- Education
- Engineering
- English
- ESL
- Ethnic Studies
- Family & Consumer Studies/Home Economics
- Foreign Languages
- Geography
- Health
- History
- 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*

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**ABOUT BUTTE 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. 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 21,862 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.

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**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 for Human Resources, Claudia Trujillo at (530) 895-2400.