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**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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**Application Deadline: June 15, 2020; 5:00 p.m.**

**Starting Salary: \$59,056-\$84,726**

*Commensurate with education, teaching, and work experience*

**Fully Paid Medical, Dental, and Vision for Employees and Family  
Retirement plan with STRS/PERS**

**INSTRUCTOR/COORDINATOR - CONSTRUCTION**

Full-Time (175 days)

Non-Tenure Track, Categorically Funded, Contract Position

The Sustainable Construction and Energy Technology Program offers hands-on technical training while preparing students for careers in emerging technologies related to the building trades; including construction, renewable energy and residential performance and efficiency.

**ABOUT THE POSITION**

Under the Direction of the assigned Dean, the Construction Trades Instructor/Coordinator directs all activities in developing, implementing and managing the Sustainable Construction program for the Mendocino – Lake Community College District.

**DUTIES and RESPONSIBILITIES: Coordinator**

- Coordinates with existing construction education programs to create a career education (K-14) construction trades pathway and a sequence of courses culminating in an industry recognized certificate of achievement
- Develops a local construction building trades advisory board,
- Coordinates recruitment of students for the Sustainable Construction program,
- Coordinates the development of usable facilities for the Construction Trades program
- Administrates the Construction Trades categorical budget and is responsible for all program and fiscal reporting to Mendocino College and the California Community Colleges Chancellor's Office,
- Represents Mendocino College and takes a lead role in developing and implementing construction program efforts to restore and build structures damaged or destroyed by recent fires in our District.

**DUTIES and RESPONSIBILITIES: Instructor**

Responsible for the delivery and development of Community College approved curriculum in a variety of short term, contract/community education courses, construction certificates, construction apprenticeships with public/private partners.

- Possess a working knowledge of the fundamentals of the building trades and construction processes



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- Ability to teach in one or more of the following trades (i.e. residential electric, solar technologies, general construction, building performance, plumbing, architectural CAD, etc.)
- Provide leadership for students, staff and community members participating in the Sustainable Construction program
- Maintain program quality and prepare reports needed for continued program operation
- Develop program policies and procedures in cooperation with faculty in consideration of student input, college, state and federal law
- Ensure program accountability by formal assessment of the programs including policies, procedures facilities resources and student outcomes, attrition, retention and performance of construction program completers

### REQUIRED QUALIFICATIONS:

The minimum qualifications are any bachelor's degree or higher and two years (full time equivalent) of professional experience, **OR** any associate degree and six years (full time equivalent) of professional experience. The professional experience required must be directly related to the faculty member's teaching assignment.

May also qualify to teach with a valid credential, which authorizes teaching in the discipline for a California Community College or by requesting equivalency. Equivalency application may be found at : [http://www.mendocino.edu/sites/default/files/equivalency\\_form\\_05-14-15.pdf](http://www.mendocino.edu/sites/default/files/equivalency_form_05-14-15.pdf)

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**KNOWLEDGE OF:** Subject matter for the Sustainable Construction and Energy Technology courses offered as part of the Construction, Renewable Energy, and Building Efficiency & Performance certificates described in the Mendocino College catalog; community college mission.

### ABILITY TO:

Work with and assist students having a great range of skills, motivation, and academic or vocational goals; work effectively with faculty, staff, and students of diverse backgrounds, effectively instruct assigned courses using a variety of techniques and methods of delivery; evaluate and develop curriculum and instructional materials; assess student academic progress; develop course schedules; coordinate community-based courses and programs; work with grants; stay current in the subject area through continued professional development and active involvement in professional organizations and activities; evaluate faculty; maintain records; prepare reports; deal effectively with a wide variety of personalities and situations using sound judgement; work effectively with students, faculty, staff, and community; communicate effectively both verbally and in writing; use computer programs such as Microsoft Word, PowerPoint, and Excel; to use or learn the college's distance education learning management platform; work variable locations and hours, including evenings and weekends.

**ASSIGNMENT:** This is a full-time, non-tenure track, categorically funded, contract position. The work year consists of 175 days (164 days, over 10 months, August-May, plus an additional 8 flex/professional development days (48 hours individually designed) and 3 District directed flex/professional development days). Specific work days and hours will be set at the time of employment and annually thereafter.



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The first year under contract consists of 100% release time for the purpose of program development and administrative coordination. Teaching assignments may be contracted under separate processes.

**SALARY AND BENEFITS:** The full-time faculty salary schedule is available 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)

The minimum annual starting salary is \$59,056, commensurate with education and teaching and/or work experience. The maximum entry level is Step 7 of the appropriate column. There is also an earned doctoral stipend. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.

**APPLICATION PROCEDURE:** By, **Monday, June 15, 2020; 5:00 p.m.**, submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [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:  
<https://www.mendocino.edu/college/employment/employment-application-forms>
- A Letter of interest that addresses how your experience and professional qualifications have prepared you for this position.
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- A written response to the following, please include specific examples of your experience in your answers (**up to two pages total**):

**Question 1:** Describe your experiences with building working partnerships and programs that meet the needs of our community.

**Question 2:** Highlight effective teaching practices you have employed to support a variety of learners.

***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.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.



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The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills 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.

**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.*