



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: March 6, 2020, at 5:00 p.m.

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

Commensurate with education and teaching experience

Fully Paid Medical, Dental, and Vision for Employee and Family

INSTRUCTOR – CHILD DEVELOPMENT

Full-time, tenure track (175 day contract)

Mendocino College seeks a dynamic and outgoing full-time tenure track Child Development instructor who shares the college's commitment to student success and equity-minded practices.

DUTIES: Under general supervision of the Dean of Instruction or other academic administrator:

- Instructs a wide range of Child Development courses in the classroom and practicum settings; participates in program and curriculum development and revision.
- Provides instruction in accordance with the course outline and schedule of classes; prepares a syllabus for each class to inform students about the course objectives, grading plan, assignments, and attendance requirements; develops, maintains, and assesses student learning outcomes; evaluates students' performance; provides students with timely feedback; submits grades and attendance reports.
- Posts and maintains daily office hours; develops and maintains current curriculum materials and course outlines; recommends course scheduling; selects textbooks and instructional materials; recommends library selections; conducts faculty evaluations; mentors adjunct faculty.
- Participates in budget development and maintenance, equipment storage and inventory, student advising, faculty meetings, committee assignments, professional development, flex activities, program review, and processes of the Academic Senate.
- Provides leadership for the Child Development instructional program; recruit for and coordinate meetings with an advisory committee; coordinates with the center director to ensure that Child Development students receive a complete learning experience at the center; may participate in Child Development Center staff meetings and contribute expertise to discussions about center operations.
- Serves as a liaison with local schools and the community; participates on various committees; coordinates class offerings with various community agencies such as First Five, North Coast Opportunities (NCO), and County Offices of Education. Maintain opportunities for students with a variety of educational and career goals.
- Monitors and manages budget and other requirements of the Child Development Training Consortium and California ECE Mentor Grants.



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REQUIRED QUALIFICATIONS

Master's in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education; **OR** Bachelor's in any of the above AND Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies; **OR** the equivalent.

Demonstrated commitment to student learning, equity, and to the success of all students in the open-access learning environment of a community college;

Demonstrated ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities and varied levels academic preparation;

Knowledge of: Subject matter for the Child Development courses offered as part of the Certificate of Achievement, Child Development Permit matrix, and A.S. Degree in Child Development/Family Relations described in the Mendocino College catalog; community college mission.

Ability to: 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 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, 175 day contract, tenure track position. The annual work year includes one hundred and sixty four (164) instructional days and eleven (11) professional development/flex days. The start date for this position will be August 16, 2020. 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 \$59,056 - \$84,726 commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. 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 .

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 06, 2020, 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, or faxed by the deadline date above to 707-467-1023.



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- Completed Mendocino College academic application and Voluntary Applicant Survey: http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html
- Resume/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 four current references.
- Letter of interest addressing qualifications for the position.
- A written response to the following (up to two pages total):
 - 1) Community College Child Development programs serve students with a variety of professional and educational goals. How will you work to address the needs and goals of students at a small, rural community college?
 - 2) Highlight effective teaching practices you have employed to support a variety of learners.
- If meeting the state-mandated minimum qualifications based on equivalency, attach an equivalency application, available on the college HR website.

http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html

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 DEPARTMENT: The Child Development Department offers a wide range of curriculum including courses leading to licensing and California Child Development permits for center-based and family home child care programs. Curriculum is regularly revised and developed in response to community needs. We offer specializations in Curriculum Planning, Infant/Toddler Care, and Cultural Diversity. The department serves many students learning English as a second language. Courses are offered throughout the district and online. A three classroom, State-funded, demonstration Child Development Center on the Ukiah campus is an integral part of the department.

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.

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



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Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates three fully equipped centers in Fort Bragg, Willits, and Lakeport, 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 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.*