

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: March 7, 2018 at 5:00 p.m.

INSTRUCTOR - MUSIC

Full-time, Tenure-Track

DUTIES

- Instructs courses in instrumental music performance and conducts performance ensembles; instructs courses in Music History, Fundamentals of Music, and Music Theory. Instructs students in preparation for instrumental performance. The successful candidate will work collaboratively to expand the college's instrumental program, including recruiting students, managing budgets, and contributing to theatre, dance, and art performances.
- Meets classes and conducts finals as included in the schedule of classes; prepares classroom presentations, student activities, and assignments; teaches class hours; evaluates student's performance based on quizzes, comprehensive examinations, finals and/or other assignments appropriate to the course outline; teaches courses in accordance with the description published in the catalog, the course outline, and the schedule of classes; prepares a syllabus for each course and distributes it to students at the first class meeting and/or electronically; posts and maintains office hours; prepares and submits accurate and timely student reports; participates in curriculum development, review modification and deletion; maintains currency in the classroom as necessary; provides input and assistance to the Dean regarding the schedule of classes, schedule changes, and the recruitment and assignment of part-time faculty in the discipline; collaborates with the Lake, Coast, and Willits Centers concerning classes in the discipline.
- Reports on time for assignments, including classes and meetings; attends in-service days, commencements, and faculty meetings as scheduled; completes required flex hours for professional development purposes; serves on college committees; participates in full-time and part-time faculty evaluations; may supervise student workers in the discipline; participates in the development of an annual budget for the discipline, submits purchase orders, maintains related records; participates in the completion of program review; develops and assesses student learning outcomes in the discipline; participates in the processes of shared governance; secures and properly stores equipment assigned to discipline; conducts a periodic inventory of equipment; participates in activities to create and promote career pathways, including articulation with local high schools and four-year colleges; actively engages with program advisory committee.

QUALIFICATIONS

- Master's in Music **OR** a Bachelor's in Music **AND** a Master's in Humanities **OR** the equivalent.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Working knowledge of: instrumental and vocal instruction; conducting instrumental and vocal ensembles in jazz, classical, and popular styles; music history; and the college's mission are required. Candidates with knowledge of world music and musical theater preferred.

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- **Ability to:** 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; 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, tenure-track position. The teaching load is fifteen equated units per semester (=15 lecture hours per week, 20 laboratory hours per week, or a combination thereof). The annual work year includes 166 instructional days and nine professional development/flex days. 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: Per the [full-time faculty salary schedule](#), the *annual starting salary* is \$56,513 - \$81,077, commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. The maximum salary is currently \$104,279. There is a \$2,720 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 **March 7th, 2018 at 5:00 p.m.**, submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Adam Jory, at ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College academic application
https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic_002.pdf
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- Three recent (within 3 years) letters of recommendation addressing experience and abilities
- A sample of 2 ensemble performances that you have conducted. Submitted via mp3, CD, or link.
- A written response to the following (up to two pages total):
 1. Describe your musical background and how it has prepared you for this position.
 2. What attracts you to working and teaching at a rural college with a diverse student population such as Mendocino College?
 3. Describe your experiences using innovative teaching methods (including instructional technologies) to meet the needs of a variety of learning styles

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- If meeting the state-mandated minimum qualifications based on equivalency, attach a written statement explaining how your qualifications are equivalent.

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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and 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 community service 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.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. 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 and contribute to its growing diversity. 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 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. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.