Job Announcement

ASTRONOMY/MATH INSTRUCTOR

Academic Full-Time (177 Days) Position

Application Deadline: Friday, November 25, 2016 By: 4:30pm

Thank you for your interest in employment at Palo Verde Community College District. The following is important information concerning the employment process.

APPLICATION PROCESS

Our employment application form is designed to assist the search committee in evaluating whether or not you possess the required knowledge and skills for the position for which you are applying. Job related information from all applicants will be evaluated to identify those best qualified. Only the best-qualified applicants will be selected for testing and further evaluation. Therefore, the application must be completed to allow a comprehensive review and evaluation. Failure to complete the application (and supplemental material, when required) will constitute failure to comply with the selection process and the application will be rejected.

1. To guarantee consideration, a completed application and any other required material listed on the “Job Announcement”, must be received in the human resources office by the published closing date.
2. Applications are only accepted for positions currently open for recruitment.
3. Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other candidate.
4. Applicants wishing to apply for more than one position must submit a separate application and required materials for each position. Legible photocopies of applications will be accepted only with an original signature and date.
5. Complete all areas of the application. Do not write “See Resume”.
6. Please read the job announcement/description carefully to insure your background meets the requirements of the position.
7. The district reserves the rights to close, re-advertise, extend the recruitment period, or cancel filling a position at any time.
8. Meeting minimum requirements does not guarantee you an interview.
9. Travel costs related to these initial interviews will be borne by the candidate.

The fillable application can be found on the PVC web site at www.paloverde.edu.

All application materials must be typed and include the following:

1. Cover Letter
2. Palo Verde College Academic Application – Typed
3. Resume
4. Proof of Education Level – Copy of all levels of transcripts (if hired, official transcripts will be required)

Submit application materials to:
Mrs. Cecilia Garcia, Chief Human Resources Officer
At humanresources@paloverde.edu
Palo Verde Community College District
One College Drive, Blythe CA 92225
760-921-5478

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.
PALO VERDE COMMUNITY COLLEGE DISTRICT

ASTRONOMY/MATH INSTRUCTOR

THE COLLEGE
Palo Verde College is a publicly supported 2-year college located in the beautiful Southeastern California desert. Yearly enrollment is approximately 3,200 students (full and part-time).

NATURE OF THE POSITION
The instructor will teach classes within the approved discipline(s). In addition, the instructor shall be responsible for creating, maintaining and updating curricula relevant to the assigned instructional area. Further, the instructor will participate in all appropriate faculty functions, including non-teaching assignments, office hours, and committee meetings. This position may require day, evening, weekend, correspondence and on-line assignments.

DUTIES AND RESPONSIBILITIES
1. Provides instruction in all areas of the assigned discipline(s).
2. Develops college curricula and associated course materials.
3. Prepares, evaluates, and revises course outlines and syllabi.
4. Participates producing, assessing, and evaluating student learning outcomes.
5. Participates in student recruitment activities.
6. Maintains organized sets of course and student records.
7. Serves on appropriate college and faculty committees.
8. Maintains campus office and duty hours, submits grades and reports on or before deadlines, attends faculty meetings, and participates in student activities.
9. Performs other duties associated with full-time employment.

MINIMUM QUALIFICATIONS
1. The instructor shall meet the minimum qualifications required for the discipline(s), consisting of: a master’s degree in physics, AND a bachelor’s degree in mathematics; OR, a master’s degree in mathematics, and a bachelor’s degree in physics or astronomy; OR the equivalent.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

PLEASE NOTE: Generally, a Master’s degree is a minimum requirement for academic areas of instruction. In areas where a Master’s degree is not generally available or expected, a Bachelor’s degree plus two years occupational experience or an Associate’s degree plus six years occupational experience is the minimum qualification. Equivalencies may be granted upon application and examination by the Academic Senate.

PREFERRED QUALIFICATIONS
1. Teaching experience, preferably at the community college level.
2. A firm commitment to the needs of students with diverse racial and ethnic backgrounds and levels of ability with multi-cultural teaching experience.
3. Additional academic preparation enabling instructor to teach in an additional discipline.
LOCATION
Palo Verde College is located in the City of Blythe at one of the busiest entrance points to California. The college is located in a desert oasis adjacent to the beautiful Colorado River and the Palo Verde Valley. Blythe, and the fertile Palo Verde Valley, is primarily a farming and ranching area. Boating, fishing and hunting attract many tourists. The Palo Verde Valley is centrally located between Phoenix and Los Angeles, Las Vegas and the Mexican border. The valley’s great climate, with more than 350 days of sunshine and mild winters, attracts thousands of winter visitors every year.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment are typical of an instructional job in a classroom and office environment.
The incumbent must be able to perform the essential functions of the job, as listed above, with or without a reasonable accommodation.

CLASSIFICATION & SALARY
Full-time, tenure track academic position. (177-day academic year).
Placement on the academic salary schedule will be determined by education and experience.
The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.