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# YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)

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## ACADEMIC VACANCY ~ FULL TIME TENURE TRACK

<b>POSITION:</b>	<b>MATHEMATICS INSTRUCTOR – 2 POSITIONS</b>
<b>FINAL FILING DATE:</b>	<b>FRIDAY, MARCH 4, 2011 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)</b> Your entire application packet must be submitted in duplicate, an original and one copy.
<b>LOCATION:</b>	<b>* SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE</b>
<b>SALARY:</b>	<b>\$52,592 ~ \$81,126/YR. (178 DAYS)</b> (Initial placement will not be higher than the above listed salary, the top step for this position is Class VI, Step 19 which is <b>\$100,879 /YR.</b> )
<b>COMMENCING:</b>	<b>FALL 2011 SEMESTER</b>

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**DESCRIPTION OF DUTIES:** The person selected will be expected to:

- Organize and teach all levels of mathematics classes from basic math through calculus and differential equations, and linear algebra (also statistics if qualified);
- Develop and maintain a relevant community college mathematics curriculum, including appropriate transfer/articulation agreements with four-year colleges and universities;
- Use appropriate teaching methods to facilitate student learning;
- Teach day, evening, and/or weekend teaching assignments, which may include distance learning (interactive television, online) and accelerated courses;
- Participate in department, division, and college-wide initiatives and committees; and
- Be committed to, and participate in, the shared-governance process.

**MINIMUM QUALIFICATIONS:** The successful candidate, **by the final filing date**, must possess the minimum qualifications for instructors in **Mathematics** at California Community Colleges:

- Master's Degree in mathematics or applied mathematics **OR**
- Bachelor's in any of the above **AND** Master's in statistics, physics, or mathematics education (**If the candidate has a Master's degree in Mathematics Education then this Master's degree must have been conferred from a mathematics department at the time that the candidate obtained the degree**) **OR**
- The equivalent **OR**
- Possess a California Community College life credential in the subject matter area of Mathematics.

**DESIRABLE QUALIFICATIONS:** Preference may be given to applicants with:

- Previous teaching, employment, or student experiences that provide the candidate with the ability to successfully teach mathematics;
- Background or expertise in community college developmental mathematics curricula or mathematics education;
- Familiarity with the use of technology, manipulatives, or other methods for teaching mathematics courses;
- And previous experience teaching mathematics utilizing a distributive education modality (interactive television, online, etc.).

**REQUIRED DUTIES:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
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**EQUIVALENCY:** Applicants must meet YCCD minimum qualifications by the filing date or have been awarded equivalency by the District prior to the publication of the Recruitment Announcement.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PERSONAL:** If the applicant is selected for an interview, the Screening Committee will be looking for evidence of an eager, energetic individual with a sincere interest in and understanding of the needs of the community college student. The individual must possess the interpersonal skills necessary to develop rapport with students and staff. The individual must possess the ability to communicate well both verbally and in writing with students and colleagues and demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**PRE-EMPLOYMENT REQUIREMENTS:** All prospective Academic, Administrative and Classified employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates. All prospective Administrative and Classified employees shall be required to provide verification of freedom from tuberculosis.

**WORKING CONDITIONS:** **Categorically funded positions are contingent upon funding.** Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**BENEFITS/SALARY:** The District offers a comprehensive benefits package for employees and dependent, valued at over \$15,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 10 sick days and a 178 day contract. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN CLASS 6, STEP 10, ACCORDING TO THE ACADEMIC HANDBOOK.**

**APPLICATION PROCEDURE AND DEADLINE:** Applications are available from the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901, OR TTY (530) 634-7760 OR visit our web site at: [www.yccd.edu](http://www.yccd.edu). This position will remain open until at least **FRIDAY, MARCH 4, 2011**, but may be closed at any time thereafter at the option of the Screening Committee. **All application materials, including the completed Yuba Community College District Academic Application, Resume, Transcripts, Role Statement, Diversity Statement, Three (3) current letters of recommendation and a Cover letter/letter of interest, must be received not later than the final filing date.**

**PLEASE NOTE: AS SUPPLEMENTAL MATERIALS, AN APPLICATION MAY, BUT NEED NOT, INCLUDE THE FOLLOWING:**

**(a) one current evaluation from a peer or supervisor, (b) one abstract of a publication, and/or (c) portfolio.**

**NO OTHER SUPPLEMENTAL MATERIAL SHOULD BE INCLUDED.**

**It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.**

**TIMELINE:** Applications are not reviewed by the Screening Committee until 5 days after the position has closed. A tentative interview date has been scheduled for the month of **APRIL 2011**. Before a person can be hired with the District, the candidate's name must go to our monthly scheduled Board meeting, the proposed date for this position is scheduled for **MAY 2011**. If you have not been contacted by the Personnel Office by the date of the tentative interviews, our office will send out letters; however we can not send any letters until the Board of Trustees has approved the hire.

**\* This position is anticipated to be assigned to Yuba College of the Yuba Community College District but may be assigned temporarily or permanently within the District.**

**IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TDD (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.**

#### **EMPLOYMENT INFORMATION**

1. To be considered a candidate for an Academic Position in the Yuba Community College District: (a) you must return a **fully completed Yuba Community College District Academic Application, Resume, Transcripts – All - Graduate/Undergraduate, Role Statement, Diversity Statement, Three (3) current letters of recommendation, and a Cover letter/letter of interest, must be received no later than the Final Filing Date. *Submission of these materials is the candidate's responsibility.***
2. Candidates wishing to apply for more than one (1) position must submit a separate application & required materials for each position.
3. A Selection Committee will screen all applications. All initial interviews will be conducted after the filing deadline date. **Meeting the minimum qualifications for a position does not assure the candidate of an interview.**
4. **Unless otherwise stated, interviews are held at Yuba College, Marysville, California. Second interviews may be required for selected candidates.**
5. In the interview, consideration will be given by the Selection Committee to factors other than education and experience, including, but not limited to, apparent personal development, ability to work with others, initiative, and sensitivity.
6. Candidates should not expect official notification of the status of their candidacy until the administration has acted upon the Selection Committee's recommendation for employment.
7. The College reserves the right to investigate past employment records, including contacting former employers.
8. The College reserves the right to re-advertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate Qualified Applicant Pool.
9. The College does not return to the candidate materials submitted in application for a position.
10. As required by the Equal Employment Opportunity Policy of the Yuba Community College District, the Personnel Services and Human Resources Development Office is required to maintain an Equal Employment file which will yield the composition of application flow by ethnic identification, gender and disability. The tear-off tab of the Application Form is provided for this purpose. Completing and returning this form is done on a voluntary basis by the candidate. If returned, the form will be detached from the Application Form and placed in our Applicant Flow File. This information will not be used as part of our recruiting process.
11. Applicants must understand that Yuba College classes are in operation 7:00 a.m. through 10:00 p.m. and that an instructor is subject to a combination day-night assignment. If circumstances dictate, an instructor may also be assigned entirely or partially to classes *throughout the District.*
12. **IMPORTANT:** Any misstatements or omissions of material facts in this application or an interview may be cause for dismissal, if employed.

#### **GENERAL INFORMATION**

Marysville is located in the northern Sacramento Valley, approximately 40 miles north of Sacramento, less than a one hour drive, and approximately a two hour drive from San Francisco and Lake Tahoe. The area offers many forms of recreational activities ranging from museums to hunting and fishing to boating and skiing. The size of the community and its affordable housing make it an ideal area to live in and raise a family.

Also, California State Universities at Chico and Sacramento and the University of California at Davis are an hour from Marysville.

#### **VISION STATEMENT**

The Yuba Community College District is an institution of higher educations that prepares its students to meet the intellectual, occupational, and technological challenges of a complex world. The Yuba Community College District is a steward to its communities' educational and cultural well-being. The Yuba Community College District values an education that encourages self-improvement and enables students to contribute to their families and the community. The Yuba Community College District values intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity, and responsible citizenship. The Yuba Community College District values all collegiate disciplines in relation to life, recognizing the importance of thinking clearly, creatively, critically, and objectively.

**PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS.**