

Mendocino College

INSTRUCTOR – AUTOMOTIVE TECHNOLOGY
Full-time, Tenure-Track

DUTIES

Instructs a variety of Automotive Technology courses, including but not limited to: Principles of High Performance, Automotive Engines, Brakes/Suspension/Alignment, Manual Transmissions/Power Trains, Automatic Transmissions/Power Trains, Automotive Air Conditioning/Heating Systems, Automotive Electrical Systems, Automotive Diagnostic and Tune-Up, and Advanced Engine and Emission Controls.

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 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

Any bachelor's degree and two years of experience related to Automotive Technology (or any associate degree and six years of related experience).

Must possess or earn after employment during the first year:

ASE Master Automobile Technician Certification
Advanced Emission Specialist Smog Technician License
Certified Training Instructor-Bureau of Automotive Repair

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

Knowledge of: Theories of automotive technology and related teaching practices; community college mission.

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 annual teaching load is 510 lecture hours, 680 lab hours, or a combination of the above. The annual work year includes 166 instructional days and nine professional development/flex days. The start date for this position will be August 13, 2010. 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 full-time faculty salary schedule is available at: http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html

The minimum annual starting salary is \$46,748, commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. The maximum annual starting salary is currently \$67,069. There is also a \$2,095 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 February 18, 2010, 5:00 p.m., submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482:

Completed Mendocino College academic application at <http://apptrkr.com/134460>

Resume 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.

Three recent letters of recommendation addressing experience and abilities

A written response to the following (up to two pages total):

Describe the educational practices you would employ in working with rural community college students who have varied levels of skills, abilities, language and cultural experiences.

Describe the role you see faculty playing within the local automotive community.

What do you view as the strengths and weaknesses of the current Mendocino College Automotive Program?

Voluntary Applicant Survey

http://www.mendocino.edu/tc/pg/1320/forms_voluntary_applicant_survey.html

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

Interviews are by invitation only. The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Mendocino College, established in 1973, is a two-year community college serving 5,000 students in the greater parts of Lake and Mendocino Counties. The main campus is located in Ukiah, ranked among the best small towns in the U. S. The beautifully landscaped main campus, built in 1985, is located on a 127-acre site with panoramic views of clear skies, oak-covered hills, adjacent vineyards, and the distant mountains. A comprehensive curriculum includes opportunity for study in a wide variety of quality degree, certificate, transfer, occupational and community service programs. Students learn in a nurturing and supportive environment provided by several hundred committed faculty and staff. The college operates centers in Willits and Lakeport which provide valued student, instructional, and administrative services for outlying areas.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino College 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. Community events including theatre, music, dance, athletics, and lectures are many and varied. The local area is recognized for its vibrant arts community. The main campus is two hours north of San Francisco and just an hour from either the Redwoods or the Northern California coast.

Equal Opportunity Employer