Employment Opportunity

Computer Applications and Business Technology Instructor
CR12-10 (Tenure Track Position)

College Web Address: www.cabrillo.edu

Application Deadline: Tuesday, April 2, 2013

Starting Salary Range: $50,068 to $76,801 per year, placement depending on education and experience; maximum initial salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,343 per year for eligible contract faculty.

Benefits: Cabrillo College currently provides a benefit stipend that employees apply towards their benefit selections for medical, dental, life and long-term disability insurance.

Days Per Year: Faculty enjoy a 175-day work schedule.

Beginning Date: Position scheduled to begin Fall semester 2013, pending funding and Governing Board ratification. Assignment may include distance education courses and may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College

Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. At the Watsonville Center, a Green Technology Center opened in Fall 2012 and serves as a teaching facility, built to platinum-level Leadership in Energy and Environmental Design (LEED) standards. Construction is currently underway in renovating classroom facilities based on a five-year federal grant from the Department of Education, specifically geared towards program development at Hispanic-Serving Institutions for science, technology, engineering and math.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. Cabrillo provides an opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.
**About the Community**

Santa Cruz County is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities and residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Approximately 33% of Cabrillo College students are from underrepresented populations, with 30% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 80% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

Local cultural highlights include numerous performing arts events, and museums and galleries throughout the area which showcase the work of artists in every medium. A number of annual events celebrate the area’s ethnic and cultural diversity. For more information, visit the Santa Cruz County website at www.scccvc.org.

**About the Department**

Proficiency with computer applications and business technology is a necessary skill for a large number of occupations in Santa Cruz County. The goal of the Computer Applications and Business Technology (CABT) department is to prepare students to use computer applications, office technology, and occupational-level writing skills for workplace productivity in any field that they choose. CABT students prepare, retrain or upgrade skills for a variety of occupations in virtually every type of industry. For example, within the traditional CABT occupational category of Office and Administrative Support Occupations, the Bureau of Labor Statistics lists 54 job titles.

While the CABT department teaches students the skills necessary for administrative assistant and office occupations, many students who take CABT courses use the skills they acquire to complete such programs as Medical Assisting, Digital Media, Business, and Accounting, or to prepare for the technological expectations of transfer-level coursework. CABT also supports basic skills and learning communities with career-related general computer training. Finally, the CABT program, in collaboration with Disabled Students Programs and Services (DSPS), provides specialized services and courses for students requiring assistive technology support, meeting federal and state mandates for accessibility. In this way, the CABT program provides courses which meet the Cabrillo College Mission of educating students in CTE, transfer, and basic skills courses and programs. CABT offers the following degree and certificates:

A.S. Degree:

- Computer/Business Applications

Certificates of Proficiency:

- Administrative Support
- Computer/Business Applications

Skills Certificates:

- Computer Skills for the Office
- Professional Computer Applications
Position Description

The Computer Applications/Business Technology (CABT) department requires candidates to be capable of teaching the full range of CABT career technical education (CTE) level courses and to be able to develop innovative approaches to teaching a diverse student population. Examples of course assignments are: Microsoft Office, Microsoft Excel, Microsoft Word, Microsoft Windows, Internet and E-mail, Designing a Simple Website, Computer Proficiency, Writing for the Workplace, Business and Technical Writing, Business Technology and Procedures, Computers for Special Purposes, and open-entry courses in keyboarding, data entry and 10-key calculator. Courses are offered during the daytime, evenings and (rarely) weekends, at both the Aptos campus and Watsonville Center. The successful candidate will be able to meet these scheduling needs. This new faculty member will be expected to aid in the expansion of the department’s collaborations with local employers and provide outreach for the program. Experience with computer-assisted lab instruction is also highly desirable.

As computer technology and employer requirements will continue to change and evolve, it is expected that a successful faculty member will adapt to these changes. Staying current in the field is assumed to be part of the regular duties of a CABT instructor.

In addition to teaching duties, faculty are expected to participate in duties related to the Computer Applications and Business Technology (CABT) program and shared governance, such as participation in regular department meetings, program planning, curriculum design, Student Learning Outcome (SLO) assessment, office and lab hours, and participation in college-wide committees.

Qualifications

Required Education from a U.S. Department of Education recognized accredited organization and licensure qualifications:

* Any bachelor’s degree and two years of experience, or any associate degree and six years of experience
  OR
  The equivalent
  OR
  A lifetime California Community College Instructor Credential in Office services and related technologies OR a lifetime California Community College Instructor Credential in Computer and related technologies.

Equivalency

Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at www.cabrillo.edu/services/hr/apps.html.

*Note: Graduate students currently working on a Master’s degree are encouraged to apply, with the understanding that the degree must be completed and confirmed by July 1, 2013.
**Required Professional Expertise:**
1) Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges.
2) Effective oral and written communication skills.
3) Demonstrated ability to teach the courses or perform the duties effectively as described above (teaching demonstration will be part of the interview).
4) Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5) Ability to work cooperatively with others.

** Desired Qualifications/Performance Expectations:**
1) Recent successful teaching experience in computer applications and business technology or office technology at the community college level.
2) Expertise and interest in teaching the full spectrum of community college courses in computer applications and business technology, especially occupational-level courses in Microsoft Office applications, business technology, and business and technical writing.
3) Experience with and willingness to explore innovative teaching methodologies, including integration of new classroom technologies.
4) Experience teaching diverse populations of students, including students with varying levels of college preparedness.
5) A commitment to full participation in a wide range of department-level activities, including curriculum development, department representation on college-wide committees, and an active role in the program planning process.
6) Familiarity with computer-assisted lab instruction and a willingness to support students working in Cabrillo’s Computer Technology Center on CABS course work.

**Selection Process**
A committee will review complete applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate’s qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview slated for early May 2013.

** How to Apply**
Application forms may be obtained through Cabrillo’s web site: [www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR from the address below:

> Cabrillo College, Human Resources Department  
> 6500 Soquel Drive, Aptos, CA 95003  
> Phone: (831) 479-6217  
> OR Fax to (831) 477-3545

To be considered, each candidate **MUST SUBMIT:**
1) Completed and signed Cabrillo College Academic Employment Application.
2) Cover letter, which states how the candidate specifically meets the qualifications.
3) Job-related resume.
4) Verification of educational qualifications (*Foreign transcripts must be translated to
determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*):
   - Transcripts from all colleges attended (copies are acceptable) **OR** official
     proof of request for transcripts. If selected, it is the responsibility of the
     candidate to provide official transcripts, diplomas, degrees or other
     documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination and supporting
   documentation. (*This is only necessary if candidate does not possess and submit proof of
   specified degrees listed in minimum qualifications **OR** possess and submit copy of a valid lifetime
   credential.*)
6) Three recent job-related letters of recommendation which address the candidate's
   ability to perform the duties of this position.
7) A brief (not to exceed two pages, double spaced) statement addressing your
   strengths relative to the qualifications and responsibilities of the position and your
   understanding of the mission and philosophy of the California Community College
   system.
8) Criminal History Inquiry Supplemental form.

**If any of the required materials are not submitted with your application packet,**
your application will be deemed incomplete and will not be forwarded to the
committee for screening.

Please notify the Human Resources Department if you require any special
accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be
fingerprinted and cleared, provide current Tuberculosis test results, provide proof of
eligibility for employment in the United States and present a valid Social Security card
upon hire.

**Application Deadline** All application materials **MUST** be received in the Human Resources Department by
Tuesday, April 2, 2013. *(E-mail transmissions and postmarks will NOT be
accepted.)*

*Cabrillo College seeks applications from all qualified individuals. It is the
continuing goal of Cabrillo College to hire and retain staff that reflect the rich
diversity and cultural heritage of the college district and its student body.*