Los Angeles Mission College announces an opening for the position of Child Development Instructor, Expanding Learning Opportunities for Students

Position Summary Information
Los Angeles Mission College announces an opening for a full-time Child Development Instructor. Interested individuals who meet the minimum qualifications and possess the required experience are invited to apply.

Introduction
The Los Angeles Community College District announces an opening for a tenure track Child Development Instructor at Los Angeles Mission College (LAMC), a two-year community college that serves more than 10,000 students from diverse socio-economic backgrounds. The College is one of nine in the Los Angeles Community College District. Founded in 1975, LAMC is located in Sylmar and has strong historical ties to the neighboring communities of San Fernando, Pacoima, Mission Hills, North Hills, Panorama City and Granada Hills. In recent years, the institution’s enrollment base has expanded to include many of the communities throughout the greater San Fernando Valley, as well as Canyon Country and Santa Clarita. The College provides excellent transfer, basic skills, transitional and career education programs. Committed to student success, Los Angeles Mission College works closely with local secondary institutions to assist high school students in their transition to higher education and maintains strong ties to the business community by providing highly respected job training programs that directly meet the workforce needs of local and regional employers. Los Angeles Mission College prides itself on its commitment to diversity, its institutional culture of collegiality and innovation, its globalization of curricula, and its inclusion of the community in its programming. Student-focused, motivated, and dynamic individuals who possess the required training, work experience and commitment to the community college mission and values are invited to submit applications.

Job Description
Los Angeles Mission College seeks a Child Development Instructor for a full-time tenure track teaching position beginning Fall 2014. This will be an assignment with a diverse curriculum, and may include early morning, afternoon, evening, weekend and off-campus classes.

Minimum Qualifications
Master's in child development, early childhood education, human development, home economics/ family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education OR any Bachelor's in any of the above AND a Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies.

Duties and Responsibilities
- Teach a range of courses in the Child Development program. The teaching schedule may include morning, afternoon, evening or weekend hours, and practicum student observations as part of the assignment.
- Teach 30 units per year during the 10 month academic year which translates into 15 teaching hours.
- Maintain scheduled office hours (5 hours & 35 minutes per week) for student contact.
- Participate in additional weekly hours as needed to adequately address department and college duties and responsibilities.
- Support student success by providing high quality classroom instruction using a variety of teaching methods, including the use of computers and other technologies.
- Facilitate student achievement of certificates and permits by guiding and informing students of options and procedures.
- Advise, assist and mentor students to promote student learning and student success.
- Participate in the process of developing and updating course outlines, as well as developing and accessing student and program learning outcomes.
- Serve on committees as necessary to maintain and improve the instructional program.
- Attend District Discipline meetings to participate in the collegial exchange of information.
- Participate actively and creatively in staff assignments that advance department goals.
- Participate in professional development activities to keep current and competent in the academic discipline.
- Strengthen students' awareness of and connection to college community resources.
- Develop community bridges by planning and participating in industry and education advisory committee meetings.
- Participate in the accreditation processes of the college.
Desired Qualifications

- Minimum three years' experience teaching Child Development at the college or university level
- Minimum two years' experience working directly with children in an Early Childhood Setting (Birth-8)
- Excellent academic record that indicates a strong foundation in child development practice and theory
- Excellent oral and written communication skills in English
- A demonstrated willingness and commitment to participate in extracurricular activities.
- Expertise in at least one of the areas of specialization in Child Development such as: Special Needs, Infant/Toddler, Preschool, Elementary Education, School Age, Bilingual/Bicultural, Observation/Assessment etc.
- Ability to communicate the early care and education career ladder and employment options to students
- Background in programs that support student success (such as grants, quality improvement projects, etc.)
- Competence in computer use and willingness to use advanced technology to provide high quality instruction.
- Ability to instruct students with diverse learning styles through the use of successful teaching techniques and innovative academic learning environments
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, and cultural backgrounds of community college students, including English language learners and those with physical and/or learning disabilities
- Demonstrated ability and commitment to work effectively and professionally with colleagues.

APPLICATION PROCESS

Applicants will be required to file the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments.

For consideration in the selection process, all interested candidates must submit the following:

- A one-page Letter of Interest addressing the responsibilities of the position
- Current resume
- Contact information for three professional references (name, title, address, email and telephone numbers of individuals who can assess the candidate’s qualifications for the position)
- Copies of transcripts (official transcripts are required for all candidates invited to the final interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to [http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf)
- A one-page response to the following question:

  Please describe your understanding of and commitment to diversity and how diversity contributes to learning communities. What can you contribute to a diverse learning community, and what insights have you gained as a result of your personal experiences?

Please note: Incomplete packets will not be reviewed. Application materials may not be submitted by Fax or e-mail or U.S. Mail. The completed application package must be submitted no later than Wednesday, May 21, 2014 to be considered. All materials submitted will become property of Los Angeles Mission College. After review of application materials by the selection committee, candidates will be contacted if selected for interview. To apply for this position, please visit [http://laccd.peopleadmin.com/postings/1472](http://laccd.peopleadmin.com/postings/1472).

Employment is contingent upon verification of qualifications. Los Angeles Mission College reserves the right to modify and/or withdraw this position at any time.

Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested. For more information, please visit [www.laccd.edu/ada](http://www.laccd.edu/ada).

For additional information or questions, please contact Dorothy Mundt, Academic Affairs, at (818) 364-7635 or by email at hiring-aa@lamission.edu

Salary and Benefits

This is a 10-month, 30-hour-per-week tenure-track faculty position. The beginning salary range of $49,030 to $76,340 is commensurate with academic preparation and experience. The doctoral differential is $3,090 per academic year. District benefits include health, dental, vision insurance for the employee and eligible dependents and term life insurance for the employee.

Equal Employment Opportunity (EEO)

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, Ethnic Group Identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status.

L.A. Mission College is an Equal Opportunity Educator and Employer