Position Description:
Los Angeles Mission College is seeking candidates for a full-time tenure track instructor of Chemistry to begin instruction for the Spring 2009 semester (February 9, 2009). This ten-month assignment will include a wide variety of courses to include Introductory, General and possibly Organic Chemistry.

The schedule may consist of day, evening and/or weekend classes, and may include off campus classes.

Salary and Benefits:
The starting salary ranges from $47,580 – $73,910 for the 10 month academic year, depending on teaching experience and professional preparation. An excellent benefit package, which includes medical, vision, dental, and life insurance is available for the employee and eligible dependents.

State Minimum Qualifications:
- Master's degree in Chemistry;
- OR
- Bachelor's degree in Chemistry and Master's in biochemistry, molecular biology, chemical engineering, chemical physics, physics or geochemistry
- OR
- The equivalent

Preferred Local Qualifications:
- Possess an excellent academic record that indicates a strong background in chemistry and related fields.

Duties and Responsibilities:
- Exhibit and express a commitment to maintain and up-to-date knowledge of recent developments in chemistry and chemical education.
- Enjoy teaching and nurturing students in a community college setting to foster their intellectual and personal growth.
- Demonstrate skill in communicating and interacting effectively with students, colleagues and other college personnel in a multicultural environment.
- Evidence of ability to work effectively as a member of an instructional team
- Show a willingness to accept non-teaching responsibilities within the department and college.
- Demonstrate an ability to operate a variety of chemical instrumentation.
- Academic assignment may include a combination of day, evening, and/or weekend classes. May include assignments at satellite and/or outreach class sites.
- Maintain professional and ethical academic standards.
- Be actively involved in the development of curriculum, especially laboratories.
- Work to promote the academic program and courses of the Physical Sciences Department.
- Maintain currency in the subjects taught through continuing education.
- Provide classroom and laboratory instruction in accordance with the established course outlines of record.
- Prepare and grade, in a timely fashion, class assignments, quizzes and examinations.
- Employ technology and innovative strategies to improve learning and student success.
- Teach students of diverse backgrounds.
- Participate actively in staff development and professional growth programs.
- Meet obligations with regard to grade reporting, meeting scheduled classes, meeting required office hours, and other directions provided by supervisors, including the Department Chair, Deans of Academic Affairs, Vice Presidents, etc.
- Maintain necessary attendance, scholastic, and student records and submit them in accordance with published deadlines
- Be actively involved in other duties (department and committee work, curriculum development, community outreach, etc.) necessary for the smooth functioning of the department and the College

Diversity Programs:
The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion and treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301). Los Angeles Mission College is an Equal Opportunity Employer.
Application Procedure:
Applicants shall submit the following:

- A letter of intent with educational philosophy
- A Los Angeles Community College District application form, which can be obtained at http://info.laccd.edu/acadjobs/jobs/application.asp
- A current resume
- Unofficial transcripts from accredited institutions with evidence of degrees awarded (official transcripts are required at time of hiring). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries.
- At least two letters of recommendation. Include a list with the name, position, address, telephone number, and relationship to the applicant for recommenders and any additional references
- Documentation of equivalency (if applicant does not meet the minimum qualifications)

Application packet must be received by December 29, 2008 at 4 PM

Mail completed application packet to:
Academic Affairs Office
Attn: Chemistry Instructor Selection Committee
Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, CA 91342
Phone: (818) 364-7632, OR by fax: (818) 364-7755
OR by e-mail: hiring-aa@lamission.edu