PT Computer Information Systems (Mac OS Specialty) Instructor
Cerritos College

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Posted Sep. 17, 2024, set to expire Oct. 31, 2024

Job Title	PT Computer Information Systems (Mac OS Specialty) Instructor
Department	Faculty
Institution	Cerritos College
	Norwalk, California
Date Posted	Sep. 17, 2024
Application Deadline	10/31/2024
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Sciences - Computer Science
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Job Description	

PT Computer Information Systems (Mac OS Specialty) Instructor

Salary: $91.25 - $137.94 Hourly
Job Type: Part Time
Job Number: CIS - Mac OS Specialty -2024
Closing: 10/31/2024 11:59 PM Pacific
Location: Norwalk, CA
Department: CIS - Mac OS Specialty -2024
Division: Science, Engineering, Mathematics

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on October 31, 2024 at 11:59 PM(or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at http://www.cerritos.edu.

Department Profile

The Division of Science, Engineering, and Mathematics (SEM) is committed to promoting equity, providing service excellence, and ensuring student success as we guide students in investigating and understanding the world in which we live. The Division offers degree programs, certificates, and courses in a variety of disciplines across six departments-biology; chemistry; computer and information sciences; Earth sciences; mathematics; and physics, astronomy, and engineering. The Division's rigorous programs of study prepare students to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. Programs and courses are offered in a variety of formats, including traditional on-campus, hybrid, and fully online sections. In addition to courses at our main campus in Norwalk, we offer classes at multiple educational sites in the area. The SEM Division provides effective, experiential learning environments in the sciences, engineering, and mathematics at the highest standards by using the latest technology in our state-of-the-art laboratories and learning spaces.

The Computer and Information Sciences (CIS) Department offers students technical and professional training for careers in Information Technology. The Department has several programs that lead to verifications of completion, certificates of completion, A.A. degrees, and preparation for transfer to a four-year college or university. Programs are designed for student skill levels from computer novices to individuals seeking career enhancement. Many CIS courses prepare students for industry certifications such as AWS Cloud Practitioner, AWS Solutions Architect Associate, Cisco's CCST, CCNA, CompTIA's A+, Network+, Security+, EC-Council's CEH, Oracle Certified Foundations Associate: Database, Microsoft Certified: Azure Fundamentals, etc.

Job Duties

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

  ALL FACULTY WHO ARE ASSIGNED CLASSES SHALL:
- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
  1. Tests and exams must be available to the student without charge.
  2. The text and course pack must be available to students with disabilities.

3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
4. The text must be downloadable or printable.
If these four conditions are not met, the electronic textbook cannot be used.

- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

Minimum Qualifications

Minimum Qualifications

Any bachelor's degree or higher and two years of professional experience OR any associate degree and six years of professional experience. The professional experience required must be directly related to the faculty member's teaching assignment.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Preferred Qualifications
- Previous experience teaching at the college or university level or training in a classroom, online, or corporate environment.
- 3+ years of professional experience as a MacOS Systems Administrator or related technical support role.
- Apple Certified Support Professional (ACSP), Apple Certified Mac Technician (ACMT), or other relevant certifications, or knowledge of Apple hardware, MacOS, network integration, Mac security, remote access and administration tools, and mobile device management (MDM).

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Supplemental Information

Physical Demands

Physical requirements may be met with or without reasonable accommodations. Requires ambulatory ability to move to various office and classroom-type locations and to stand, bend, stoop, and reach to setup equipment and provide instruction. Requires sufficient hand eye coordination and dexterity to write on a board or type on a computer. Requires sufficient visual acuity to read documents and make presentations. Requires sufficient auditory ability to project voice to a group, hear questions and prompts, and carry on routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

Conditions of Employment

Assignments are contingent upon sufficient funding and enrollment.
Assignments may include day, evening, and/or weekend classes.
Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.
Faculty must be able to teach on-campus or remotely as assigned.

Candidates must be able to provide proof of California residency prior to employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage
** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedure

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify

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Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position.

A foreign transcript must be evaluated by a NACES certified agency. The web address is www.naces.org.

All qualifying educational degrees/training must be from regionally accredited colleges and/or universities.

Selection Procedure
Application materials will be evaluated by a selection committee to determine which applicants' qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews and may include a teaching demonstration in order to determine which applicant best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District's needs.

Required Documents
1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit https://www.schooljobs.com/careers/cerritosedu/jobs/4659657/pt-computer-information-systems-mac-os-specialty-instructor

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Faculty
Cerritos College

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