

Automotive Technology Instructor (Full-time tenure track
to begin instruction Fall 2025)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252678>

Downloaded On: Feb. 5, 2025 5:58am

Posted Feb. 4, 2025, set to expire May 28, 2025

Job Title	Automotive Technology Instructor (Full-time tenure track to begin instruction Fall 2025)
Department	Career, Technical and Continuing Education Department Administration
Institution	Citrus Community College Glendora, California
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
Apply Online Here	https://apptrkr.com/5962495

Apply By Email

Job Description

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Position Description

About Citrus College

Celebrating over 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately twenty-five miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

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Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus, and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

The Automotive Technology Program is accredited by the ASE Education Foundation and is a certified training partner with Toyota Motor North America. Within Automotive Technology there are two distinct programs-Automobile and Light-Duty Truck Technology, and Medium and Heavy-Duty Truck Technology. The mission of the Automotive Technology program is to provide innovative educational opportunities that promote life-long learning thereby assisting each student in the attainment of their educational and career goals; to demonstrate academic rigor in the advancement of each learner within their chosen occupation; to instill within the student a personal/professional commitment to uphold the high standards and uplift the integrity of the automotive industry; and to continually integrate

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current and future industry standards within the curriculum.

This is a full-time tenure track instructor of Automotive Technology- Automobile and Light Truck and Medium/Heavy-Duty Truck Technology. This 10-month (175 days) assignment will include a wide variety of courses included in the college's Automotive Technology Program. The schedule may consist of day, evening and/or weekend classes.

This position is contingent upon funding and final Board approval.

Required Qualifications

MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE

- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

AND

- Possession of any bachelor's degree or higher AND two years of professional experience,

OR

Any associate degree AND six years of professional experience.

Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment.

OR

The equivalent.

PREFERRED QUALIFICATIONS

- ASE Master (A1-A8) Automotive Technician Certification, or ASE Master (T1-T8) Medium/Heavy-Duty Truck Certification or equivalent manufacturer-specific certification(s).

- ASE G1, A9, L1-L4 Certification or equivalent manufacturer-specific advanced engine certification(s).

- Community college and/or industry teaching experience in automotive (light-duty, heavy-duty, or off-highway equipment) technology.

- Experience in developing new courses, instructional plans, and classroom experiences.

- A minimum of six (6) years of full-time experience in an automobile/light-duty truck or medium/heavy-duty truck or off-highway/construction equipment service and repair facility.

- Active involvement in automotive (light-duty, heavy-duty, or off-highway equipment) related or automotive teaching-related professional organizations.

- Experience using various instructional technologies in both a classroom and laboratory setting.

- State of California Smog Inspector Technician license, State of California Smog Repair Technician



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license and State of California Smog Instructor license.

Recruitment Start Date 01/27/2025

Recruitment End Date

Open Until Filled Yes

First Consideration Date 03/10/2025

Salary Range Salary to be determined by the candidate's proper placement on the current Faculty Salary Schedule, which is based on education and experience, and can be found at the Citrus College website. Maximum placement for newly hired instructor is Step 7.

Pay Rate To be determined by the District.

Benefits

Health & Wellness

- Fully-paid Medical, Dental, and Vision Insurance for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- 10 Sick Days annually
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- CalPERS/CalSTRS Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- Longevity Salary Increases
- District paid employee post-retirement medical for those who qualify

FLSA

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Exempt

Department Career, Technical and Continuing Education Department Administration

If "Other" please specify

Percentage of Time 100%

Months per Year 10 months / 175 contract days

Work Days per Week To be determined by the District.

Work Schedule per Day To be determined by the District.

Work Shift

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive.

- Teach a variety of light-duty automotive technology courses and some medium/heavy-duty truck, diesel, courses.
- Maintain professional and ethical academic standards.
- Provide class instruction in accordance with established course outlines.
- Provide class instruction for some day, evening and/or weekend courses.
- Inform students concerning course requirements, evaluation procedures, class/program standards and attendance requirements.
- Maintain necessary attendance, scholastic, and student records and submit them in accordance with published deadlines.
- Prepare and grade class assignments and examinations.
- Involve technology in the learning process when appropriate.
- Teach students with diverse backgrounds.
- Participate actively in staff development and professional growth programs.
- Participate in recruitment activities.
- Participate in update training to maintain level and currency of knowledge.
- Participate in automobile and light truck and/or medium/heavy-duty truck and diesel manufacturer training and/or other training as necessary to achieve and maintain instructor and program certification including travel as necessary.
- Work with and maintain effective partnerships with advisory committees and employers.
- Meet obligation with regard to grade reporting, meeting scheduled classes, meeting required office hours, and other directions provided by supervisor.
- Carry a fair share of other duties (department and committee work, curriculum development, community outreach, etc.) necessary for the smooth functioning of the college, department and discipline.

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- Work cooperatively with faculty, staff and students.
- Maintain formal office hours; participate in department and division meetings.
- Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner.
- Perform other related duties as assigned by supervisor.

Knowledge, Skills and Abilities

- Evidence of ability to communicate effectively in English with a diverse population, both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the instructional team.
- Evidence of willingness to embrace/promote use of technology-mediated instructional techniques.

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.

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- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of their writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

Quick Link <https://employment.citruscollege.edu/postings/1184>

Contact Information

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

Contact

Career, Technical and Continuing Education
Department Administration
Citrus Community College