

**Professor of Music (Choral Program)  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=228079>

Downloaded On: May. 8, 2024 7:19pm

Posted Dec. 21, 2023, set to expire Jul. 1, 2024

**Job Title** Professor of Music (Choral Program)  
**Department** Music  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Dec. 21, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professor

**Academic Field(s)** Fine Arts - Music

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**Apply By Email**

**Job Description**

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**Professor of Music (Choral Program)**

**Posting Number:** F-008-2024

**Department:** Music

**Division:** Arts

**Salary:** Initial placement \$81,395 - \$121,472

**Open Date:** 12/20/2023

**Close Date:**

**Initial Screening Date:** 03/19/2024

**Open Until Filled** Yes

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### **Basic Function/Overview:**

**ABOUT THE DEPARTMENT:**The Music Department at Mt San Antonio College is a comprehensive program, serving both music and non-music majors, in a variety of ensembles, both vocal and instrumental. Specifically, the choral program has a long history of excellence, having been awarded a wide range of prestigious titles, including gold medals at the World Choir Games, the Spittal Choral Competition, and the Grand Prix Choir Competition,. as well asThe choral program has received invitations to perform at the Canadian Rocky Mountain Music, the Australian National Choral Association Convention, the American Choral Directors Association, and many other national and international events. Students can pursue degrees, certificates, or transfer credits in music performance, education, jazz studies, or audio arts.

**OVERVIEW:**This position will serve as director of choral activities, as well as overseeing applied instruction. This Includes directing the renowned Mt SAC Chamber Singers (40 singers; auditioned group) along with the Concert Choir (40-50 singers; auditioned group).

### **Essential Duties & Responsibilities**

1. Teach courses in the disciplines for which the candidate meets Minimum Qualifications or the equivalent.
2. Teach assigned courses in accordance with course outline of record.
3. Instruct and support students with diverse backgrounds utilizing culturally relevant pedagogy, careful preparation of course materials, effective teaching methods including for online instruction, informed critical feedback on assignments and discussions, student learning outcomes, and support a philosophy of instruction focusing on critical thinking and analysis.
4. Maintain scheduled office and campus hours, and participate in department/division meetings and committees.
5. Perform related duties as assigned, including timely compliance with administrative responsibilities and College, division, and department policies.
6. Late afternoon and/or evening assignments may be required as part of the regular contract.
7. Effective oral and written communication with students.
8. Commitment to educating a racially and socioeconomically diverse student population.
9. Participate in departmental and college governance activities through committee service and/or other appropriate activities to maintain and improve the instructional program and to provide service to the college.
10. In close cooperation with other discipline faculty, participate in the design, evaluation, revision, and development of culturally relevant curriculum, courses, and/or degrees.
11. Work closely with the Director of Vocal Jazz to administer the budget and programs of the vocal department.

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12. Actively recruit for the vocal program in local schools, high schools, and community organizations.
13. Work cooperatively with colleagues to further the mission of the music department in general, and the vocal department specifically.
14. Organize on-campus events, such as a choral festival or other large choral events.
15. Organize and supervise student travel to national or international conferences or performance opportunities.
16. Participate in curriculum development, learning outcome development and assessment.
17. Participate in appropriate professional development activities and maintain current knowledge in the subject matter area and effective teaching and learning strategies.

**Minimum Qualifications:**

**A. The minimum of one of the following awarded/conferred from a regionally accredited institution:**

1. Masters degree in music; **OR**
2. Bachelors degree in music; **AND** Masters in humanities
3. The equivalent (must request an equivalency review in the application), **OR**
4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.);

**AND**

**B.** Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

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**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The district contributes up to **\$25,612.44** toward family annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The district participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefits Services (NBS).

\*Note: The district does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

**Working Environment::**

**Physical Requirements** Ability to: Work at a desk and in meetings of various configurations Possess digital dexterity to operate instructional equipment Read printed matter and computer screens Communicate so others will understand a normal conversation Hear and understand speech Bend, twist, stoop, and reach Lift, push, pull and carry up to 20 pounds

**Equivalencies:**

Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency, will be asked to complete the equivalency related questions included in the application.

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

This is a full-time, tenure-track (or temporary, one-year), **10-month contract position that begins in the 2024-25 academic year**. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9. This discipline requires a masters degree as part of the minimum qualifications and therefore will be placed on the Academic Salary Schedule Track when calculating Initial Salary Placement. **Per Appendix A.4.i of the faculty collective bargaining agreement**, the district shall, at the time of initial salary schedule placement, determine whether the newly employed professor shall be placed on the Academic or Vocational salary schedule track.

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Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live scanned and clearance for employment is authorized by Human Resources. Costs for live scan services shall be borne by the candidate.

**Notice to all prospective employees** - The person holding this position is considered:

1. A mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment; **and**
2. An employee with Actual Knowledge under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to them about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

<https://www.mtsac.edu/safety/pdf/asr-final-2021.pdf>.

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

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Applicants must submit all of the following materials online, unless otherwise noted, at the **[Mt. SAC Employment Website](#)** to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Video of the candidate conducting a collegiate or high school choral ensemble in both concert and rehearsal settings.
  - Provide up to 3 samples of five minutes each of concert performances.
  - Provide up to 3 samples of five minutes each which highlight candidates rehearsal technique.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. **This report must be attached with the application and submitted by the filing deadline.** Accredited evaluation agencies can be found on the **[National Association of Credential Evaluation Services Website](#)**.

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: **[employment@mtsac.edu](mailto:employment@mtsac.edu)**

**Selection Procedure:**

A committee will evaluate applications taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Interviews may include a writing sample, presentation, teaching demonstration, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of Instruction/Student Services for a second

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interview. The number of vacancies is dependent on student enrollment, College resources and needs, and Board of Trustees approval. The starting date will be determined following Board approval and receipt of live scan clearance.

**Confidential Letters of Reference Instructions:**

**It is the sole responsibility of the applicant to ensure all required and optional documents are attached by no later than 11:59 PM PT of the initial screening date shown on the job posting.**

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**To apply, visit <https://hrjobs.mtsac.edu/postings/11290>**

**Contact Information**

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

**Contact**

Music

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