

POSTING DATE: December 11, 2007

POSTING NO: 07F005-EA

MINORITIES, WOMEN, PERSONS WITH DISABILITIES, BILINGUAL PROFICIENCY AND/OR MULTICULTURAL EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY

NOTICE OF VACANCY

POSITION: Mathematics Instructor
Full time position. One or more positions available.



DIVISION: Mathematics

CLASSIFICATION: Faculty

STARTING DATE: On or about September 17, 2008

JOB PURPOSE: To provide quality teaching in a full range of community college mathematics courses or a mix of mathematics and transfer level engineering courses.

ESSENTIAL FUNCTIONS: Effectively teach a full range of community college mathematics courses including developmental, professional, technical, and transfer, or a mix of mathematics and transfer level engineering courses. (A typical assignment is approximately 45 quarter hours per year).

Create a quality classroom learning environment and work effectively with individual students, including students from diverse cultural, racial, and ethnic backgrounds, as well as students with disabilities or other special learning situations.

Use teaching and assessment methods that incorporate current educational standards.

Work with other division members to help improve student placement, retention, the learning environment, curriculum, and instruction.

Incorporate current technology in classroom, laboratory, and office settings.

Develop new courses and curricula; create teaching materials and revise existing courses to meet students' changing needs.

Participate in leadership initiatives and long term planning by effectively serving on division and college-wide committees through a shared-governance structure.

Collaborate with faculty from other divisions/departments and institutions to promote communication, coordinate programs, and facilitate articulation.

Model and ensure diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of race, religion, ethnicity, gender, social class, sexual orientation, ability, nationality, age, language, origin, or employment status.

Help mentor other instructional staff.

OTHER FUNCTIONS: Keep professionally current by participating in professional development and other activities.

Participate as a member of an active division where innovation in using technology and teaching techniques is encouraged.

MINIMUM QUALIFICATIONS:

Education: Master's degree in Mathematics, Mathematics Education, or a related field (engineering, physics, etc.) with 30 quarter credits or 20 semester credits of graduate level equivalent mathematics is required.*(see attached template)

Experience: Success in teaching community college level mathematics is required. This experience can be from community colleges or other schools.*(see attached template)

Preferred Qualifications:

Community college teaching experience. Prior experience in engineering, science, and/or industry. Bilingual in Spanish and multicultural experience.*(see attached template)

KNOWLEDGE, SKILLS

AND ABILITIES: **Ability to:** effectively teach students of diverse backgrounds including, but not limited to: students of color, working students, bilingual students, students from different cultures, and students with disabilities; adapt teaching responsibilities to fit changing division needs; teach both theoretical and applied mathematics at the community college level, including integrating the needs of business and industry; express ideas through clear and precise writing, develop effective written materials for the classroom and verbally communicate in a clear and effective manner; design and use classroom assessment methods to modify courses, improve learning, and create curricula that challenge students and allow them to demonstrate their abilities; engage in professional collaboration with peers on Division, campus, or community projects; plan and follow through on long-range tasks; implement, introduce, or create innovations.

Knowledge of: a broad range of community college mathematics; various learning styles, curriculum advances in teaching methods, and uses of technology in education and possess the ability to integrate these elements into curriculum and teaching to enhance student success, interest, and continued study; the community college mission and the diversity of the community college student populations, commitment to student success, and the promotion of life-long learning; leadership skills appropriate for participating in shared governance.

Demonstrated excellence in teaching and possession of the skills necessary to create and maintain a classroom atmosphere conducive to student learning.

Skill in the use of graphing programmable calculators and computer software such as: e-mail, word processing, spreadsheets, classroom demonstration software, computing algebra systems, and online sites.

Must demonstrate an active concern for meeting the needs of students, staff, and the public.

SALARY RANGE: \$45,247 - \$60,743 per academic year.
In addition to salary, an excellent fringe benefit package is provided.
All employees are compensated through electronic direct deposit.

APPLICATION

DEADLINE: Applications must be **RECEIVED** by **Friday, February 1, 2008.**
Applications **received** after that date **WILL NOT BE CONSIDERED.**

HOW TO APPLY: **To be considered a candidate for this position, all of the following must be included in the application package:**

1. A completed Lane Community College application form. Application forms can be downloaded from <http://www.lanecc.edu/hr/documents/empapp.pdf> or

requested from Human Resources. Search committees are not required to consider incomplete applications. To ensure full consideration, do not leave any section of this form blank. The resume cannot take the place of this application form or any section thereof.

2. A vita of all relevant educational and professional experience and activities which includes a list of courses taught within the last five years, if applicable.
3. A 2–4 page letter from you that addresses your background regarding the knowledge, skills, abilities, and your experience performing the essential functions listed in this posting.
4. A completed table (template attached) displaying how experience meets minimum and preferred qualifications for the position.
5. Unofficial transcripts (official transcripts will be required of those candidates who are granted interviews).
6. A list of at least five (5) references from professional sources (employers, supervisors, colleagues, professors) that include name, address, telephone number(s) and e-mail addresses.
7. Copies of recent course evaluations by students for two different courses taught in two different terms, if applicable.

Note: Additional materials will not be considered.

Application packages should be returned to: Human Resources, Administration Building, Lane Community College, 4000 E 30th Ave., Eugene, OR 97405. Telephone 463-5211. Fax (541)463-3970. TDD (541)463-9999

**SELECTION
PROCEDURE:**

1. After the closing date, a committee appointed by the Division Chair of Mathematics will screen all Applications.
2. Applicants selected for an interview will be invited to campus. Up to \$500 in travel expenses will be reimbursed by Lane Community College.
3. If you would like to know the status of a position, please check Human Resources website accessed through <http://www.lanecc.edu/hr/jobs/status.htm> or call (541) 463- 5211. **No written notification will be sent to you.**

Lane Community College is an Affirmative Action/Equal Opportunity institution.

**Mathematics Instructor
Minimum and Preferred Qualifications**

***(please refer your answers to the requirements of the posting detailed under each category)**

Use the template structure below to show how you meet minimum and preferred qualifications. It is only necessary to show whether you meet **minimum** requirements. Please keep responses brief and be exact about how months, years, and full-time or part-time experiences meet minimum and preferred qualifications (for example, teaching half-time for eighteen months = one nine-month academic year). Limit your response to two pages.

Minimum Qualifications	Brief Description	Calculations showing exact years, months, and full-time and part-time experience
Education:		
Experience:		

Summarize how you meet preferred qualifications. Keep your responses brief. The Committee will use your responses to determine the extent to which you meet preferred qualifications.

Preferred Qualifications	Brief Description	Calculations showing exact years, months, and full-time and part-time experience
Community college teaching experience		
Prior experience in engineering, science, and/or industry		
Multicultural proficiency		
Bilingual proficiency		