



Math Study Center Coordinator/Mathematics Instructor Full Time, Tenure-Track



EL CAMINO COLLEGE

MISSION STATEMENT: *El Camino College makes a positive difference in people's lives.
We provide excellent comprehensive educational programs and services that promote student learning and success
in collaboration with our diverse communities.*

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is a vibrant two-year college. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. We currently enroll approximately 25,000 students each semester, the majority of whom are from diverse populations. Over 50 percent of ECC's students are Latino/a, 16 percent are African-American, 15 percent are Asian, 13 percent are white, 5 percent are multiracial, and less than 1 percent are Pacific Islander or Native American.

The successful candidate will join a department committed to curriculum and practices that are responsive to the students it serves and an institution dedicated to funding student scholarships totaling \$1.4 million annually.

Since 1947, ECC has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance. As a single-college district, ECC employs more than 900 full- and part-time faculty to teach approximately 1,200 sections of pre-baccalaureate, transfer, and career technical courses. Approximately 475 staff and management employees also support student learning. Each semester, the College offers 99 degree programs and 83 certificate programs. ECC ranks among the top ten community colleges in transfers with over 1,500 students transferring annually to four-year universities around the country. Some of the top local transfer institutions include UCLA, USC, CSU Dominguez Hills, and CSU Long Beach. With a robust Transfer Alliance Program, ECC is regularly among the top three community colleges in Southern California for students admitted to UCLA.

Situated on a beautiful and spacious 126-acre campus in Torrance, California within Los Angeles County, the campus is located just minutes from South Bay beaches and surrounded by high-tech industries including aerospace, logistics, multimedia, and service corporations. The District has undergone a substantial transformation campus-wide with the passage of general obligation bond measures in 2002 and 2012. Over the next 10 years, capital construction projects, as well as new initiatives to support student

CONTACT

El Camino College Human Resources

310-660-3807

HR@elcamino.edu



PR.I.D.E – OUR STATEMENT OF VALUES

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength, and its driving force. With this in mind, our five core values are:

People

We strive to balance the needs of our students, employees and community.

Respect

We work in a spirit of cooperation and collaboration.

Integrity

We act ethically and honestly toward our students, colleagues and community.

Diversity

We recognize and appreciate our similarities and differences.

Excellence

We aspire to deliver quality and excellence in all we do.



EL CAMINO COLLEGE

MATH STUDY CENTER COORDINATOR/ MATHEMATICS INSTRUCTOR - FULL-TIME, TENURE-TRACK

Division: Mathematical Sciences
Posting Close Date: October 7, 2019
Req: A1920-006
Location: ECC Campus
Position Type: Faculty

JOB DESCRIPTION

El Camino College is seeking a full-time, tenure-track faculty member to join its Math Study Center team and serve as the Math Study Center's coordinator. The incumbent will plan, develop, evaluate, and coordinate a comprehensive tutoring program to support students and student success in the Mathematical Sciences Division. Initiate, develop, maintain and disseminate specific tasks or responsibilities to tutors and classroom teacher assistants for designated courses, supervise the work done by the Math Study Center tutors and classroom teacher assistants, work closely with faculty, staff, and students to review and disseminate program information, participate in evaluation and program review of the tutoring program; manage the tutoring budget, hire and schedule tutors; process time sheets for all division tutors (student workers and temporary non-classified employees); participate in grant writing and other for the Mathematical Sciences division. Fulfill the role of Instructor of Record for Math 100 Supervised Tutoring: Mathematics. Hire and schedule tutors for the Mathematical Sciences division programs. Process time sheets for all division tutors (student workers and temporary non-classified employees); participate in grant writing and any other duties as needed.

This position will also serve as the instructor of record for the non-credit. Math 100: Supervised Tutoring course. Faculty job responsibilities include the development/review of curriculum and assessment of learning outcomes to improve teaching and learning in the Math Study Center to achieving El Camino College's mission of institutional effectiveness, quality educational programs, and vibrant student support services.

The position requires participation in a variety of campus and divisional activities such as faculty meetings, student activities, and office hours.

TO APPLY

An applicant must submit the following by the closing date.

1. Online application: https://elcamino.igreentree.com/css_academic
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) *[Foreign Transcripts info on next page]*
5. Evidence of a valid community college credential, if applicant holds one.

If you need assistance you may call 310-660-3593, Ext. 3476 between the hours of 8:00 a.m. and 4:00 p.m. Monday-Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you contact us for assistance requests well before the last day to apply. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

REQUIRED QUALIFICATIONS

- Master's in mathematics or applied mathematics; OR
- Bachelor's in either of the above AND Master's in statistics physics or mathematics education; OR
- The equivalent - Candidates not possessing the required qualification(s) as stated on this announcement must complete the Request For Equivalency Form as part of the application process to explain in detail how their qualifications are equivalent to those above; OR
- Valid California community college instructor credential in appropriate subject issued prior to July 1, 1990 (per California Education Code 87355); AND
- Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

DESIRED QUALIFICATIONS

- Experience in tutoring and/or supervising tutors in an academic institution.
- Recent experience teaching or tutoring mathematics.
- Interest in working with students and faculty from developmental through transfer level: mathematics.
- Experience or interest in using varied teaching methods, employing instructional technologies, or participating in professional development to improve student learning.
- Experience in training and evaluating student tutors and advanced tutors.
- Experience examining and remediating one's instruction, interactions, and/or practices to more effectively engage and support diverse students.
- Demonstrated skill with addressing issues of equity.
- Demonstrated expertise in culturally responsive methodologies, particularly as it relates to students' lives, interests, and communities.
- Knowledge and understanding of AB 705.

SUPPLEMENTAL QUESTIONS

Please limit each response to 300 words.

1. What strategies do you use to motivate diverse students and facilitate students' self-motivation? How do you assess whether these strategies are effective?
2. Please describe your knowledge of and experience with using student learning outcomes assessment to improve student learning. What were the key factors in creating learning success, particularly for diverse students?

CONDITIONS OF EMPLOYMENT

Contract shall be for full-time, tenure-track teaching assignment for the 2019 – 2020 academic year, beginning in spring 2020. A demonstration may be required during the interview process. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY

The starting salary ranges from \$68,403 - \$93,953 depending on education and experience. Excellent benefits are included.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America 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. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

CLOSING DATE

Monday October 7, 2019 at 3:00 p.m.

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Office.

HEALTH, LIFE, DENTAL AND VISION INSURANCE

The college provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available toward which both the college and the employee contribute.

COMPENSATION AND BENEFIT HIGHLIGHTS

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender, (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.